

# WE'RE LOOKING FOR

## OUTBOUND LOCAL SHIPMENT COORDINATOR

(Work base: Tayud, Consolacion)

### Responsibilities:

- Booking all shipments Frozen Processed Meat & Canned Good Lines (Loose Cargo & Full Containerized Load).
- Prepare and record all shipment documents and determine appropriate tariffs and shipping/delivery charges.
- Implementing complete, accurate, and timely container trucking operations
- Ensuring maximum utilization of trucks, achieving the target number of trips per day to ensure maximum savings are attained, and ensuring to communicate with or relay important information related to shipment or trucking operations to concerned personnel.

### Qualifications:

- Candidate must have a Bachelor's degree in Business Administration, Industrial Engineering, Business Management, or any related course
- Proficient in Microsoft applications
- Excellent in oral and written communication;
- With good analytical and organizational skills
- Willing to extend beyond the normal working schedule
- At least 6 months to 1 year of relevant work (preferred)
- Fresh graduates are welcome to apply

***Build a rewarding career and enjoy our additional benefits!***

 ***Medical Allowance and Health Insurance***

 ***Complete Statutory Benefits***

 ***Paid leave credits***

 ***Birthday & Wedding Gift***

 ***Employee Discount***

 ***Performance Bonus***

 ***Opportunities for growth and advancement AND MORE!***