

# WE'RE LOOKING FOR

## OUTBOUND SHIPMENT COORDINATOR

(Work base: Processing Plant | Compostela, Cebu)

### Responsibilities:

- Booking all shipments Frozen Processed Meat & Canned Good Lines (Loose Cargo & Full Containerized Load) and ensure on-time arrival or checking/monitoring arrival of trucks
- Securing shipping permit from Bureau of Animal Industry
- Encoding of depot shipment summary for Visayan Insurance
- Making sure that customer's orders are taken properly and goods are picked up and delivered promptly according to the cut-off being set.
- 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!***

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 ***Complete Statutory Benefits***

 ***Paid leave credits***

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