



Q EXPRESS LINE SDN BHD (670050-P)
QEL SHIPPING SERVICES SDN. BHD. (502696A)
QEL Maritime (M) Sdn Bhd (663483-D)
(a subsidiary of LKC Holdings)

POSITION DESCRIPTION

Position Title:	OPERATIONS EXECUTIVE / OFFICER
Reports To:	HEAD OF VESSEL OPERATION / OPERATIONS MANAGER
Position Supervises:	NIL

1. POSITION SUMMARY

Ensure effective liaison with agents and coordinated arrangement of shipments

2. FUNCTIONS AND ACCOUNTABILITY

Vessel Operations

Responsibilities and functions include following but not limited to:

- Ensure effective liaison with agents and coordinated arrangement of shipments
- Approve bookings for container and freight pick up, and ensure coordination for shipments.
- Take responsibility for the shipment from its origin country until the shipment is delivered to the next port.
- Review and sign off shipping documents while ensuring completeness and accuracy.
- Assist to prepare Authorization letter and send together with shipping documents for clearance of the goods from the port.
- Seek innovative ways to improve service and cost, which will include both technological and process improvements.
- Ensure appropriate coordination between land & marine operations crews in different locations and provide appropriate support to facilitate operations.
- Ensure compliance with import/export regulations for all equipment and materials.
- Review and approve and follow up the documents, processes and controls of audit system and ensure all documents, processes and controls are updated.
- Support the logistics process through planning, on line allocation & pick release to ensure customer's requirements are met.
- Manage archiving of completed shipment files and maintain record keeping.



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3. EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Min SPM / STPM or equivalent
- At least 4-5 years of working experience in the related field is required for this position.
- 2-3 years of experience in operations in a shipping, logistics or freight forwarding company.

SKILLS & BEHAVIOURS:

- Full knowledge of supply chain/ logistics/ shipping processes and operations.
- Full knowledge of Port Klang Authority, Malaysian Customs, Immigration & Marine Department Regulations.
- Good Knowledge of shipping services/ products, terms and practices.
- Good communication skill with good command over written and spoken English.
- Intensive IT skills and ability to manage and organize amounts of complex data.
- Excellent organization, planning and communication skills.
- Ability to work under pressure.
- Highly motivated and target driven.

4. PRINCIPAL WORKING RELATIONSHIPS

INTERNAL

- All staff relevant to job scope

EXTERNAL

- Vendor - both locally and agency
- Marine department
- Vessel agency company
- Port authorities & Government-related agencies

[APPLY](#)