

岗位职责/Responsibilities:

1、接收客户委托书，联系安排客户出货事宜；

Receive customer's entrustment and arrange shipment matters.

2、及时向客户反馈货物出运进展，如：配舱放行，报关报检，AMS/ENS/舱单发送，箱子上船及提单签发等动态跟踪；

Timely provide customers with updates on shipment progress, including cargo allocation and release, customs declaration and inspection, AMS/ENS/manifest submission, container loading, bill of lading issuance, and other dynamic tracking.

3、确认并结算操作过程中产生的相关费用，具备门到门的服务意识和能力，根据公司要求船开后7个工作日内完整提交整套操作文档。

Confirm and settle relevant expenses incurred during the operation process. Possess door-to-door service awareness and capabilities. Submit a complete set of operation documents within 7 working days after vessel departure as required by the company.

4、完成上级交办的其他相关工作。

Complete other related tasks assigned by superiors.

任职要求/Requirements:

1、大专及以上学历，英文书写正常沟通；

College degree or above, with normal communication skills in English writing.

2、熟悉整个海运出口操作流程，具有极强的客户服务意识；

Familiar with the entire ocean shipping export operation process, with a strong customer service mindset.

3、具有强烈责任心和团队合作精神，服从上级指示，能与其他部门良好沟通，愿意分享；
Strong sense of responsibility and teamwork spirit. Obey superiors' instructions, able to communicate well with other departments, and willing to share.

熟练使用办公自动化，工作效率高，有一定的抗压能力；

Proficient in office automation software, high work efficiency, and capable of handling pressure to a certain extent.

4、工作态度积极，品行端正，细心认真，条理清楚，责任心强，善于学习新的事物。

Positive work attitude, good character, meticulous and conscientious, clear-headed, strong sense of responsibility, and willing to learn new things.

欢迎应届生的加入~

Welcome fresh graduates to join us!