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Employer Ref. O-112 JobsDB Ref. JHK100003000968899



The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group. of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest Independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Remail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

International Operations

Responsibilities:

- Day to day handling and organization of time critical shipment imports, exports and movements utilizing the company's existing products
- Liaising with agents and clients relating to quotations and shipment movements
- Negotiating rates to provide clients with time critical and cost-effecting shipping solutions
- Liaising with airlines and agents in order to resolve issues with efficiency and effectiveness
- Arranging overseas collections and deliveries on behalf of intercompany sales / group offices and agents worldwide
- Trouble shooting problem shipments
- Management of global On-Board-Courier network
- Ensure compliance with inter-company policies relating to the handling of day to day operations
- Maintaining accurate documentation, records and files
- Ensuring imports and exports are fully compliant with IATA guidelines and satisfy worldwide customs clearance requirements
- The Operations Executive must be able to work independently under pressure as a member of a strategic team

Requirements:

- Ability to work under pressure in a fast-paced, multicultural shipping office environment.
- Team leadership qualities and effective time-management and prioritization skills: must have ability to work to strict deadlines
- Excellent communication skills are a must: must have fluent English skills, other languages a plus. This includes good cross-cultural communication and understanding
- Analytical and troubleshooting qualities and attention to detail
- Excellent PC skills and numerical skills
- Client service consciousness
- Basic knowledge of ISO standards
- A good sense of humour and well groomed

Please visit our web site <http://www.royaleasia.com> for company information.

Interested applicants please write in with your detailed resume stating your current and expected salary to email: jobs@royaleasia.com

All information collected will be used for recruitment purposes only.

Career Level	Middle
Yr(s) of Exp	Not Specified
Qualification	Matriculated
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Transportation & Logistics > Others Transportation & Logistics > Freight Forwarding Transportation & Logistics > Inventory / Warehousing
Location	Tsuen Wan Area
Salary	Negotiable
Employment Type	Full Time, Permanent

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