



### Job Description

<b>Job Title</b>	Executive - Import Shipment & Customs Liaison
<b>Department</b>	Import Shipment & Customs Liaison
<b>Reporting Manager</b>	Assistant Manager - Import Shipment & Custom Liaison Executive
<b>Company</b>	Dunham-Bush Industries Sdn. Bhd.
<b>Location</b>	Kajang, Malaysia
<b>Date Updated</b>	21 <sup>st</sup> December 2021

#### **General Summary:**

The Executive - Import Shipment & Customs Liaison is responsible to develop and sustain Purchasing Department day to day operation in Dunham-Bush which located in Kajang, Malaysia.

#### **Principal Responsibilities:**

- To coordinate the delivery of components/equipment/services between Dunham-Bush and suppliers in order to ensure Production/customer requirement are met.
- To manage shipment related issues and obtain shipping documents from suppliers and forwarders.
- To consolidate the shipment in most cost effective way.
- To process the forwarding agent invoices and submit to Accounts Department on time, as well as to liaise with both parties for any payment issue arise.
- To prepare the Air Freight Approval form, and obtain approval from related parties in various departments.
- To send RFQ (Request for Quotation) to forwarder agent and perform the cost comparison.
- To negotiate with forwarders/ forwarding agents for best price, reasonable payment terms and good service level.
- To prepare and update the import shipment summary list, insurance report, Lampiran K, 3 months report and / or other monthly report when required.
- To assist on application of MIDA and SST of new items/ renewal as when it is required
- Filing on shipping documents on timely manner.
- Any other duties assigned by superior.

#### **Authority:**

- RFQ for import shipment, customs clearance and haulage services.

**Knowledge, Skill and Ability Requirements:**

- At least 3 years working experience for import shipment function in manufacturing environment.
- Candidates with knowledge in Malaysia Custom requirements, shipment handling, incoterms, forwarding agent requirements is a MUST.
- Knowledge in obtaining COA from SIRIN and AP/JK69 is an added advantage.
- Good communication skills to express oneself clearly and able work with internal and external parties.
- Able to work under pressure with tight deadlines.
- Excellent integrity and ethical standards.
- Proficient in the use of Microsoft Excel (intermediate level) and Words.

**Education Requirements:**

Candidate must possess at least a Bachelor Degree in any discipline and preferable in Logistics discipline.