

Location: Shanghai, China

Objective: The position of Logistic Document controller shall have a clear and detailed view of all logistic activities inbound and outbound as well as stock availability to tailor the best customer experience. It coordinates and executes the company's strategy with the logistic service providing partners and increases the quality of logistic services. Therefore, a precise and tangible understanding of all logistic processes such as market situation, import and export of cargo, warehousing, export documents and packaging is developed, maintained and executed. The Logistic Document controller is responsible for executing, updating and maintaining information, processes of planned and ongoing projects to increase the company's effectiveness with the different accounts. It aims to have a precise knowledge of all projects and to provide useful and detailed information to the company's management.

Department: Execution

Reporting Line: Logistics Manager, Supply Chain Manager, Managing Director, CEO

Responsibilities:

- Follow and enhance the company's strategy including its Vision and Mission
- Coordinate and control of logistic documents and deliveries including Import, Export, and domestic deliveries to ensure timely and damage free deliveries including all documents
- Arrange and follow up on shipments by air, sea, truck, rail and others
- Work with cross functional departments to ensure timely delivery to customers
- Coordinate with 3rd party logistic service providers
- Maintain all relevant logistic information
- Monitor and act upon lead times and time frames
- Contribute to implement the company's execution activities
- Preparing and submitting a part of cost calculations for logistics on all Incoterms and reviewing them
- Prepare cost calculations and input in company database platforms
- Achieve customer service objectives by contributing information and recommendations to plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying market trends; determining system improvements; implementing change
- Liaising and networking with a range of stakeholders including colleagues, suppliers, and partner organizations
- Maintaining and updating supplier and product information
- Organizing and attending events such as conferences, seminars, receptions, and

Job Description: Logistic Document controller

exhibitions upon approval by supervisor

- Analyze, maintain, and present market, industry and account information including products, materials, and suppliers
- Investigate and analyse price, demand, and competition
- Coordination and controlling of activities and projects of assigned projects and products
- Cooperation to improve internal processes and procedures.
- General administration tasks assigned by superior.

Requirements:

- Bachelor's Degree in Logistic or Trade related studies
- At least 1-year solid working experience in Supply Chain or Logistics, or relevant industry in either Service or Manufacturing field
- Very good communication skill, especially in English
- Highly organized and straight minded, must be able to work on multiple tasks simultaneously, should feel comfortable working in a Team
- Analyzing information and developing standards
- Process handling and improvement skills
- Initiative and committed
- Strong relationship building
- Eye for details, self-motivated, managing own time and workload
- Creative and flexible solution provider
- Good presentational skills
- Familiarity with Microsoft Office (Excel, PPT, Word, etc.)
- Fluent Mandarin and English writing and speaking
- Other Asian or European languages are a plus

Salary Package:

- Competitive Basic Salary
- Exciting bonus scheme on result base
- Flexible working time