



APPTIMBER

Join Our Team



SHIPPING/ OPERATIONS ASSISTANT

Location: Headquarter, Shah Alam, Malaysia

COMPANY OVERVIEW

APP Timber was founded in 1998 and is the largest European-owned Asian-based supplier of legally sourced imported timber products. We focus on delivering added value in providing material and service solutions to wood-related industries.

Our headquarter is located in Shah Alam, Malaysia; we run sales operations in five major markets: China, Indonesia, Malaysia/Singapore, Thailand, and Vietnam, with warehouses in Shah Alam, Semarang/Indonesia, Bangkok/Thailand. We also service other emerging markets such as Bangladesh, India, Mauritius, Maldives, Sri Lanka and others. Besides, we export Asian-made products to Europe and the USA.

Our **VISION** is "To be the trusted partner and customers' ultimate choice for legally sourced timber solutions."

Our **MISSION** is "Delivering innovative wood-based solutions and outstanding service to our customers worldwide."

THE LOCATION

At our office located at;

No. 21, Jalan Utarid U5/11, Mah Sing Industrial Park, 40150, Shah Alam, Selangor Darul Ehsan

WHY JOIN US?

APP Timber currently employs about 60 staff in five countries. We believe in focusing on personal engagement and training (in-house & external) and your further development initiative. All colleagues work closely and harmoniously as a team and are proud of being part of the APP Timber family, made up of people from different cultures, countries, races, and religions, comprising staff from Malaysia, Indonesia, Thailand, and Vietnam, China, Germany, and the Netherlands. All together, we make APP Timber "a great place to work".

JOB DESCRIPTION

The "Shipping/Operations Assistant" will be responsible for those activities related to in and outgoing shipments; he/she is reporting to the Operations Manager.

JOB RESPONSIBILITIES

- Prepare shipping documents
- Insurance declaration for shipments
- Present shipping DAP/LC documents to bank
- Monitor and convert currency exchange rates for invoice values
- Apply import permit and monitor import permit expiry date prior cargo arrival for warehouse purchase and service sales order
- Follow up payment to supplier with Finance department
- Monitor release of original shipping documents based on payment status
- Liaise with forwarder for inbound customer clearance and delivery of containers to the warehouse/customers
- Ad-hoc duties as assigned as and when deemed necessary

ADDITIONAL REQUIREMENTS

- Candidates must possess at least a Diploma or equivalent
- Proficient experience in shipping and logistic
- Good command of spoken and written English
- Profound knowledge of Microsoft Office
- Good communication skills and able to work with other colleagues
- Resourceful, independent, team player, reliable, creative problem-solver, strong attention to detail, hands-on

WHAT DO WE OFFER?

- Competitive salary
- Team performance-related bonuses
- Attractive working environment, we believe in teamwork
- Five days working week

Interested candidates are advised to email their full resume together with a recent photo to hr@apptimber.com

Visit www.apptimber.com to learn more about our company, people, and the work we do.