



Job Description

POSITION:

Declarant

ROLE:

Reports directly to Operations Manager. Responsible for all brokerage and compliance activities within Globex Group of Companies. Declaration, Permit Endorsement (document specialist).

RESPONSIBILITY:

1. Contributing in achieving brokerage and compliance department KPIs.
2. Data entry of commercial invoice details into MARS system or BDNBW.
3. Data entry and submission declaration and permit to the government system.
4. Process customer declaration and permit in the following manners:
 - I. Accurate – to ensure the correct information
 - II. Timely – good time management skill is highly preferable
5. Able to ensure timely clearance and delivery of cargos/ shipments to customers.
6. Handling and preparing shipping and forwarding (import & export – international and interstate) documents for operations coordinator– Muara and Airport cargos
7. Knowledgeable and able to manage documentations of air or sea import/ export shipments and transshipments.
8. Understand import and export procedures.
9. Communicate and liaise with the following departments/ parties:
 - I. Custom officials
 - II. Shipping department (export and import)
 - III. Any government/private sector to safeguard the smooth movement.
10. Able to understand and handle Custom HS Codes and BDNBW.
11. To perform other duties assigned by the management from time to time.

QUALIFICATION & EDUCATION REQUIREMENT:

1. Minimum A-Level or Diploma
2. At least 2 years working experience in Custom HS Codes.

PREFERRED SKILLS:

1. Follows instructions (as per HODs).
2. Fast learner and willing to learn.
3. Punctual.
4. Efficient, honest and responsible.
5. Possess excellent/good communication skills, time management skills.
6. Respect to others.
7. Computer literate.
8. Good communication for both English and Malay language. Chinese will be an advantage.
9. Fit to work.
10. No health problems.
11. No transportation problems.