

Qualifications:

- Bilingual in English
- Bachelor's degree (Business, Foreign Trade, International Relations)
- One year experience similar capacity
- Proficient in Microsoft Office
- SAP and Quickbooks knowledge/proficiency desirable

Essential Functions:

1. Contract compliance review (purchase orders, sales tickets, quotes, etc)
2. Keep records of invoices and support documents
3. Answer mail or telephone inquiries regarding rates, routing, or procedures
4. Maintain accuracy in high-volume workload environment.
5. Review and proof data after invoicing to ensure accuracy and revise any errors
6. Maintain and report daily/weekly reports and dashboards
7. Other sales and logistics related support as needed

Professional and Personality Traits:

- Accountable
- Highly Detail Oriented
- Highly Organized
- Willing to Learn
- Ability to multitask
- Ability to work under pressure
- Effective and Professional Communication
- Effective problem solving and decision making

Compensation Package:

- Competitive salary
- Growth opportunities
- Legal and social benefits

Please consider:

- Resume should be in English.
- Interviews will be conducted in English.
- Salary is commensurate with experience