



Logistics Operations Associate

Job Descriptions:

- Reply client and Supplier message in 5-10 mins and email in 15 mins.
- Receive customer truck bookings, and record it in system.
- Confirm truck will be on time and Monitor truck status.
- Updating to supervisor when there is issue.
- Cooperate supervisor to improve the work process.

Qualification:

- A bachelor's degree in engineering, management, mathematics, statistics, finance, economics, or in a related field.
- 1 - 2 years experiences in Logistics, E-commerce, Customer Goods, Trading industry will be a plus.
- **Fresh graduates are also welcome.**
- Fair - Good command in English communication skill is plus.
- Analytical mind, and passionate about deep diving cost structure in daily operations to gain more opportunities and optimize the margin.
- Good communication and negotiation skills, can easily collaborate on pricing strategies with sales and operation departments
- Eager to learn, and willing to join and create the journey together with a fast growing company
- Have responsibilities, well organized, hard working and able to work under pressure.

- **Prior experience with Google's Excel Sheets will be an advantage.**

Salary : 18,000 - 30,000



Vendor Development Associate

Duties and Responsibilities

- Recruiting and selecting truckers and negotiating contracts and rates
- Develop and maintain strong relationships with all connected logistics processes, make a business deal, contract, negotiate rates with transportation and logistics services providers to provide optimum services delivery & cost and monitor services.
- Negotiating favorable contractual terms and conditions with Trucker and managing the designated Trucker relationships.
- Delivering cost reduction commitments through the identification, development, and execution of strategic sourcing initiatives.
- Visiting the Trucker facilities to qualify them as new sources and assist in the resolution of problems and onsite visits for the truck inspection
- Developing, implementing, and maintaining Standard Operating Procedures and reviews on a regular basis to ensure relevance and conformance with best practices and ensure compliance with internal and external policies
- Drive Optimization to ensure efficient procurement spending.
- Work with various functions on key projects to deliver quality procurement solutions.
- Sourcing and implementation of new vendors/truckers

Qualifications / Requirements

- Bachelor's Degree in Logistics, Supply Chain and Business Management or a related field.
- **Minimum 1 - 2 years experience in Logistics/ Transportation /Supply Chain or equivalent is plus.**
- **Fresh graduated are also welcome.**
- Strong in computer skills in MS office such as word, Excel and Google sheet (is plus).
- Good communication skills and responsible for work are MUST.
- Strong in contract negotiation and supplier management with an ability to manage and improve vendor performance as well as customer focus and service orientation.
- Strong analytical skills with an ability to analyze data and communicate insights through business strategy.
- self-motivated and Interpersonal with the ability to coordinate with internal and external diversified stakeholders.
- Fair - Good in English communication skills.
- Ability to communicate effectively with local FF/3PL service providers.
- Strong interpersonal, negotiation skill and able to work under pressure.
- Have critical thinking and problem solving skill
- Strong organizational, time management skills and able to deliver urgent or completed job on time as schedule and commitment.
- High responsibility, willing to learn and able to work with others as teamwork
- Service-mind, enthusiasm and hard working.
- **Prior experience with Google's Excel Sheets will be an advantage.**

Salary : 18,000-25,000



Pricing / Cost Analysis Associate (Sales Coordinator)

Job Description

As a Pricing / Cost Analysis Associate, the successful candidate will have a close partnership with both Business Development and internal operation functions. He/she will prepare for regular leadership reviews, analyze new and existing client's cost, and make sure the pricing strategy consistently execute in operations.

Qualifications:

- Bachelor's Degree or above.
- ***Able to speak English - Priority***, Chinese would be plus.
- Minimum 3 years experience in the customer service or Logistics, Supply Chain, Import-Export, Freight forwarding or related fields.
- ***Team leader experiences will be plus.***
- ***Call center experiences in any fields would be plus.***
- ***This work need timely manner especially reply to client and supplier.***
- ***Have responsibilities and hard working.***
- Prior experience with Google's Excel Sheets will be an advantage.
- Well organized and able to work under pressure.
- Customer service skills, strong communication and interpersonal skills and flexibility to work as multiple shifts.

Salary : 18,000-25,000

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