

MEDITERRANEAN SHIPPING (THAILAND) CO., LTD.
Shipping Agency engaged in Worldwide Container Transport

MSC is a leading company with worldwide operations, offering global container liner services. We are currently looking for challenging, high caliber, dynamic and dedicated professionals who want to become partners of our rapidly growing company.

Job Openings

Position	Key Functions & Job Duties :
1.Accounting	<ul style="list-style-type: none">- Leger control book keeping- Control A/R, A/P (Advanced, Accrued, Deposited)- Prepare payment office EXPS, & W/H Tax Thai 1,2,3,5%}- Prepare payment VESSEL & W/H Tax SA 1,3%- Prepare W/H Tax Receipt report (Keep original)- Prepare POR POR 30 Report (Thai, SA)- Prepare POR NGOR DOR 53 Report (Thai, SA)- Prepare Accrued, Prepaid- Prepare Assets, Depreciation- Prepare Journal Voucher (All)- Issue Receipt & Report Freight Collect, Elewhere in POR POR 30-SA- Record datasafe- Deposit Refunds
2. Trade Coordinator	<ul style="list-style-type: none">- Follow up and coordinate sales lead- Maintaining the contacts with FOB agents- Prepare and send weekly / monthly reports as assigned- Correspondence daily e-mail / enquiries- Direct dealing with Exporters / International Freight Forwarders- Update Sales' weekly performance by customer.- Retrieve daily booking report- Process for sanction booking.

An attractive remuneration package, challenging job and career opportunity will be provided to successful candidate.

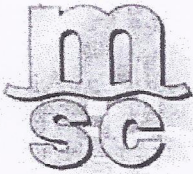
If you are interested to work in a dynamic environment with multinational company, please submit your application letter along with full resume indicating qualifications and experiences, a recent photo and expected salary to

Attention : Ms. Kamonros (HR Manager), Ms. Jutarat Sanghirun (Senior HR Executive)
Address : Mediterranean Shipping (Thailand) Co., Ltd.
MSC Building, 571 Sukhumvit 71 Rd., Klongton-Nua,
Vadhana, Bangkok 10110

Tel / Fax : 02-714-7000 # 7183, 7182 / 02-714-7199

E-mail : kamonros@mscbkk.com; jutarats@mscbkk.com

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted for interview.



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3. Customer Service Executive	<ul style="list-style-type: none">- Provide customers with professional multi-channel communication during every transaction and enquiry.- Provide customers with accurate information based on their need.- Identify and act on selling opportunities to retain revenue, whilst providing suitable solutions to customers' requirements.- Ensure transactional information and system entries are completed in an accurate, complete and timely manner.- Proactively take actions, where applicable, to solve service issues.- Contact customers when service issues may affect delivery commitments and understands Customer needs in order to recommend appropriate solutions.- Recommend improvements in products, packaging, shipping, service, or billing methods and procedures in order to prevent future problems.

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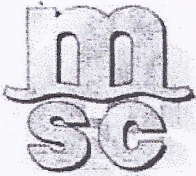
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4. Freight Assistant	<ul style="list-style-type: none">- Rate filing (via internal system) and keep record (hard copy).- Communication vial Mail with freight filing agencies (oversea agencies) in order to confirm freight manifesting.- Manifest freight into system on time- Ensure each freight manifesting comply with principal instruction and destination' import local requirement.- Check and approach Freight Team manager on Manifest corrector processing (only freight related M/C)- Ensure quality details of Freight manifesting vs. Freight filing.- Analysis on freight manifesting mismatch with Freight filing. Raise proper corrections in order to maintain quality between freight manifesting and filing.
5. UAC-Claim Executive	<ul style="list-style-type: none">- Monitoring Import Abandonment Cargo and coordinate with HQ.- Monitoring Export Abandonment Cargo and coordinate with HQ.- Handling Cargo Damage Claims and coordinate with HQ.- Handling Local Claims.

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