







SHIPPING OFFICER

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-  Senai, Johor
-  Import/Export & Customs (Manufacturing, Transport & Logistics)
-  Full time
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ABOUT THE ROLE:

We are looking for a detail-oriented, logistics professional as our Shipping Officer in our Shipping Department. In this role, you will be responsible for overseeing and coordinating the shipment and delivery of goods, ensuring accuracy, timeliness, and compliance with regulations.

This role involves liaising with liner agents, freight forwarders, customs and internal departments to ensure smooth logistics operations. This role is ideal for a professional who is highly organized, detail-driven, and thrives in a structured, fast-paced environment.

KEY RESPONSIBILITIES:

- Plan, coordinate, and monitor local and international import / export shipments (by sea, air, and land).
- Prepare and verify all necessary shipping documentation, including commercial invoices, packing lists, bill of lading (BL), and customs declaration forms (e.g., K1/K2/K9). Ensure all shipping documentation is accurate and compliant with local/international regulations.
- Liaise with freight forwarders, transporters, and courier companies to ensure timely pickup and delivery.
- Ensure full compliance with Malaysian Customs and other international regulatory bodies for import/export processes.
- To manage multiple shipments simultaneously, track documentation, deadlines, and coordinate schedules without errors. Track and follow up on shipment status, resolve shipping delays or discrepancies, and provide timely updates to the internal teams.
- Coordinate with internal departments (warehouse, production, sales, purchasing) for shipping arrangements.
- Support the Team Lead in the updating of LMW stock movement records, ensuring accuracy and compliance with monthly, quarterly, and annual reports required by Kastam.
- Efficient in maintaining updated records and compliance reports (especially for LMW requirements).
- Maintain accurate records of shipments and related documentation.
- Support continuous improvement initiatives in shipping workflow and logistics efficiency.

QUALIFICATIONS & EXPERIENCE:

- Minimum 2 years of experience in a similar role
- Solid knowledge of Malaysian customs procedures, import/export laws, and trade documentation.

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- Proficiency in Microsoft Office and logistics-related software (e.g., SAP, Navision, or custom ERP systems).
- Strong coordination and communication skills in both English and Bahasa Malaysia. Mandarin is a plus.
- Detail-oriented, able to work independently, and capable of handling pressure and tight deadlines.
- Knowledge of free trade agreements (FTAs), HS codes, and Incoterms is highly desirable.

KEY TRAITS & COMPETENCIES:

- High attention to detail and process discipline
- Strong organizational skills, and ability to prioritize and manage time efficiently
- Communication skills and problem-solving mind-set and ability
- Knowledge of Customs & Regulatory Compliance
- Team player

How do your skills match this job?

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Employer questions

Your application will include the following questions:

- What's your expected monthly basic salary?
- Which of the following types of qualifications do you have?
- How many years' experience do you have as a Shipping Officer?
- Have you worked in a role which requires a sound understanding of ISO 9001?
- Which of the following Microsoft Office products are you experienced with?
- Are you willing to undergo a pre-employment background check?

Company profile




Everspark Industries

 Manufacturing, Transport & Logistics

 101-1,000 employees

We are one of the leading manufacturers of rebuild starters and alternators in Malaysia, maintaining and re-manufacturing auto electrical components for various makes and model of vehicles. Our products are well accepted in markets far and wide, within the South-East Asia region and beyond, in the Middle East, Sout...

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Company information

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199001017971

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