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Post Date 05-Sep-11

Employer Ref. O-111 JobsDB Ref. JHK100003000942130



The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest Independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Remail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

Shipping Declaration Assistant

Job Responsibilities:

- Processing Declaration via TRADE LINK & GETS platform
- Dealing with Census & Statistics Dept and clients inquiries
- Filing declaration paper work
- Creating report of amount declaration daily

Requirements:

- Excellent English language skills – written & spoken
- Proven organization skills
- Have the specially commodities i.e. Strategic, Chemicals, Textile etc knowledge
- Ability to work independently under pressure

Working Hours:

- Mon to Fri 09:00 – 18:00
- Sat 09:00 – 13:00
- Sun off

Please visit our web site <http://www.royaleasia.com> for company information.

Interested applicants please write in with your detailed resume stating your current and expected salary to email: jobs@royaleasia.com

All information collected will be used for recruitment purposes only.

Career Level	Entry Level
Yr(s) of Exp	Not Specified
Qualification	School Certificate
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Transportation & Logistics > Documentary Credit / Bills Processing Transportation & Logistics > Freight Forwarding Transportation & Logistics > Shipping
Location	Tsuen Wan Area
Salary	HK\$8K
Employment Type	Full Time

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