

Job title	<i>EXPORT cum MARKETING EXECUTIVE</i>
Reports to	<i>GENERAL MANAGER</i>

Job Main Function

- Prepare complete set of documents pertaining to export/import shipping documentation base on L/C and/or other credit terms.
- Get all required documents attested from the relevant authorities/ ministries/ chamber of commerce.
- Maintain a direct relationship with the Bank pertaining to all export/import procedures and documentation.
- Complete paperwork for acquiring certifications/lab test reports for the required items.
- Prepare Sales and Purchase contracts, issue Certificate of Origin, Customs/ Insurance declaration, Monthly delivery/sales reports, issue payment vouchers, etc.
- Coordinate closely with the logistics/shipping Company/agents for scheduling and bookings shipments to ensure smooth and timely cargo delivery.
- Prepare suppliers' contracts and getting the same validated and filed.
- Prepare and file all documentation and relevant email correspondences in line with the ISO 9001:2000 standards.
- Coordinate and liaise with suppliers and buyers to ensure smooth cargo operations.
- Prepare freight invoices and receipt vouchers for freight received.
- Track electronically the status of all the shipments and preparing a report of the same.
- Prepare and submit statistical reports to the management.
- Maintain period wise database for tariffs.
- To handle overall marketing activities to achieve company objectives.
- To handle marketing planning including A&P, event & brand management, reporting etc.
- To analyze, develop & implement marketing plan & strategies.
- To support above the line (ATL) & below the line (BTL) activities.
- To develop marketing material, promotional materials together with sales & management team.
- To liase closely with agencies, advertisers &team to ensure all marketing activities run successful.
- To perform market survey.
- To prepare marketing reports for management review.
- To handle ad hoc duties as assigned by management.

REQUIREMENT

- Fluent in English and Malay.
- Excellent verbal and written communication skills, negotiation skills, professional phone manner.
- Creative marketing skill.
- Must be result orientated.
- Outgoing and persuasive.
- Applicants must possess a driving license, preferably own a car and is willing to travel.
- Possess owned transport

- Computer literate.

Qualifications

Academic

- Possess a tertiary Diploma / Degree or equivalent education level in any discipline.
Preferred in Marketing experience.

Or

- SPM level qualification with at least 5 years of sales experience.

Experience

- Fluent in English and Malay.
- Excellent verbal and written communication skills, negotiation skills, professional