

Green Cement Sdn Bhd

Job Description

Position: Logistic cum Admin Coordinator	
Division: Logistic	Department: Logistic
Job Grade:	Reporting to: Sr. Optimization Engineer

Job Summary:

- Coordinate, monitor and supervise Green Cement supplier, customer order and transportation to ensure products deliver to customer on time.
- General office activities management.

Job Responsibilities:

- Follow up customers order status
- Constant email communication with customers and suppliers, fulfil all customer order
- Coordinate products delivery
- Setup and maintain proper delivery documentation and systems
- Collecting delivery documentation and prepare reports
- Checking documentation submitted by customers, suppliers or relevant parties
- Submit checked documents with relevant parties
- Carry out general admin duties as assigned from time to time

Job Requirements:

- Qualifications & Experience:
Diploma
- Skills:
- Minimum 1-year experience in a related job function
 - Must able to read write both in English and Bahasa Malaysia
 - Basic Microsoft excel, word and power point skill
 - Independent, flexible and versatile