

If you would like to refer your friends to join our Cargo family, please send full resume to [GloriaMYNg@cargofe.com](mailto:GloriaMYNg@cargofe.com) in our Human Resources and Administration Department.

Currently, we are looking for capable candidates in the following role:

## **Warehouse Clerk**

### **Responsibilities:**

- Responsible for daily coordination between different department for cargo in and out movement
- To follow up issue problem and special request from different parties regarding to all cargo in and out movement
- To handle telephone enquires, data entry, filing, and reporting in all transactions

### **Requirements**

- F.5 or above
- 1-2 years working experiences, some warehouse working experiences preferred
- Independent, stable with good interpersonal and communication skills
- Wiling to work overtime
- Immediate availability preferred

Personal data collected will be used for recruitment purposes only and kept confidential.