



Chevalier AOC Freight Express Holdings Limited

Chevalier AOC Freight Express Holdings Limited is a subsidiary of Chevalier Group. We are a logistics service provider specialized in aviation warehouse & distribution management and time-critical transportation for air and ocean freight. We are now inviting high caliber candidate to develop a professional career with us.

Logistics Officer – Aviation

Job highlight:

- Professional aviation logistics and distribution
- Career development opportunity
- Good remuneration with shift allowance

Job duties:

- Perform daily warehouse operation activities: inbound and outbound material movement, cargo inspection, stock-taking, keep inventory records, cargo packing & labelling, etc.
- Manage documentation for material movement, prepare shipping documents and other related tasks
- Co-ordinate transportation arrangement and responsible for customer service
- Handle daily enquiries on stock information and shipping details
- Perform other ad-hoc duties as assigned

Requirements:

- University graduates or relevant working experience
- Strong sense of responsibilities, detail-oriented and good organizing skills
- Able to work on priorities and adaptable to changes
- Able to write and communicate in Chinese and English
- Computer skills (e.g. Excel, Word, Chinese Word Processing) and knowledge in WMS/SAP would be an advantage
- Working Location: Tsuen Wan (next to Nan Fung Textiles - revitalized historic building)
- Willing to work on shift duties (day & night shifts)

Application detail:

Interested applicants are welcome to send your resume and other supporting documents to Miss Carmen Lai at carmenlai@aock.com