

# Executive, Project Forwarding

## Access World Singapore

Access World (100% subsidiary of Glencore PLC) is a global commodities warehousing and logistics business. Access World has its Head Office in Zug, Switzerland and operates in various regions across Europe, the Americas, Africa and Asia-Pacific, each with their own corporate functions including commercial, finance, legal, and operations. The Regional Head Office for the Asia Pacific business is in Singapore and is responsible for China, Hong Kong, Indonesia, Japan, Malaysia, South Korea, Taiwan, Thailand, and Vietnam.

We are a diverse and dynamic company looking for people who are driven, committed, and passionate. We are currently seeking to appoint a self-motivated individual to the role of Executive, Project Forwarding. Reporting to the Manager, Commercial – APAC, this role is based in Singapore and forms an integral part of the commercial team. The role will be responsible for project and freight business management within Asia and global region, and to source, generate and execute project forwarding business within the region for existing as well as new customers.

## Executive, Project Forwarding

Duties will include:

- Arranging and coordinating with customers for freight bookings including but not limited to sea freight (Vessel/Part Charter/LCL/FCL), air freight shipment and inland trucking.
- Assist in quotation to customers under the supervision of the Commercial Executive/Manager.
- Arrange bookings with ship owners/carriers/co-loaders/freight forwarders and partners.
- Assist in accurate and timely production of relevant documentation, including but not limited to import/export declarations (e.g. AWB, HAWB, B/L, manifest, pre-alerts), customs declaration, tradenet operations and billings.
- Assist in administration of freight jobs and timely submission to Finance for invoicing.
- Timely follow up/coordinate/communicate shipment information with stakeholders (i.e. shipping lines, airlines, shipping agents, freight forwarders, customers and overseas offices).
- Co-ordinate day to day operations and transactions on freight forwarding executions.

Potential candidates should possess the following attributes:

- Diploma and above in Freight Forwarding/Logistics Management.
- Minimum 2-3 years' experience in operations and customer service in a freight/project forwarding environment.
- Meticulous, committed and a fast learner.
- Positive and can-do attitude.
- Ability to work under pressure and to meet deadlines in a fast-paced environment.
- Possess excellent communication and interpersonal skills.
- Proficiency in computer literacy.

Please apply by sending resume to [HR.asia@accessworld.com](mailto:HR.asia@accessworld.com)