

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:

## **Documentation Clerk - Key Account**

### **Requirements:**

- F.5 or above
- At least 3 years relevant working experiences, preferably in Import & export License, Import & export Declaration arrangement, Re-export C/O handling, S/O, D/O, Invoice & Packing List preparation
- Proven good PC skills of MS Word, Excel
- Fluent in English, Cantonese and Mandarin
- Strong interpersonal and communication skills with high degree of initiative
- Responsible and self-motivated with positive working attitude
- Willing to learn and able to work under pressure
- Immediate availability is highly preferred

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