**Procurement Supervisor**

**Qualifications:** Graduated, additional certificate in logistics and supply chain is more preferable, Hold Custm Pink Card or Yellow-Card

**Experience**: Proven experiences in related field

**Department:** Procurement Department

**Reporting to:** Head of Procurement/ Assistant Head

**Responsibilities:**

* Responsible for all custom clearance duties of incoming shipments within the proposed timeframe for the company.
* Oversee the preparation and submission of import/export documentations before shipment arrival, including all shipping documents.
* Keeps up-to-date and ensure compliance with al the custom clearance rules and regulations, Import/Export rules and regulations and reports accordingly.
* Interact with third-party importing agents and government officers and build a good relationship with them.
* Need to give possible suggestion to management team in order to implement strategies to improve efficiency and accuracy in the clearance process.
* Follow up and follow through paperwork at related government offices.
* Coordinate with warehouse team, admin and sales team to smooth clearance and unloading process.
* Handle and resolve any customs-related issues promptly and report to management timely.
* Willing to travel for job-related tasks especially to respective ports (sea, air, border).

**Other Tasks**

* Ad hoc duties by management

**Job Requirements:**

* Graduated, additional certificate in logistics and supply chain is more preferable.
* Proven experiences in related field and in-depth knowledge of local and international customs regulations.
* Good problem-solving skills and time management skill
* Proficient in Computer skills (Microsoft Office, email)