



## Royal Ocean Marine Enterprise Pte Ltd

No 7, Keppel Road,  
PSA Tanjong Pagar Complex,  
#03-05, Singapore 089053  
Tel: +65-6423-9539 /6223-2685

### Royal Ocean Marine Enterprise Pte Ltd

Royal Ocean Marine Enterprise Pte Ltd is a Marine, Shipping and Marketing Consultants with strong support from Middle East / Indonesia companies. Our core business is to market our marine / shipping services and products to the Shipping and Marine communities. We have now ventured into recruitment agencies specializing in job recruitment / job placement in the marine / shipping communities. Our clients including major shipping companies, agencies, shipbrokers, oil traders, offshore industries and oil refineries.

Our client, a Global Logistics Company is looking for

#### **Shipping Executive**

#### **Responsibilities**

- Responsible for preparation and handling of all shipping documents, certificate of origin/SICC endorsement for ocean & air shipment, import/export documents, NVOCC/transshipment and co-ordinate with customers & overseas vendors on shipment status
- Booking of vessel space
- Liaise with customers & transporters to ensure the goods are cleared and delivered in a timely manner
- Generate monthly report and inventory management

#### **Requirements**

- 2 years relevant working experience in shipping documentations from logistics or freight forwarding industry
- Proficient in processing of import/export documentations, cargo clearance permits and Trade web/Customs declaration

Candidate please send in your resume with photo either in words or PDF format to [admin@royalocean.com.sg](mailto:admin@royalocean.com.sg) indicating the position applied or call 64239539 for more information.

For more marine job openings, kindly refer to our website at [www.royaloceanmarine.com](http://www.royaloceanmarine.com) .