

Middle Mile Coordinator, Air Freight - SPX Express (Kapuk)

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Company: Shopee

Location: Jakarta

Category: other-general

Middle Mile Coordinator, Air Freight - SPX Express (Kapuk)

DepartmentOperationsLevelEntry LevelLocationIndonesia - Jakarta

The Operation teams at Shopee covers the operational end-to-end process, from when the buyer searches for a product listed on the Shopee platform, to the moment the buyer receives the products. The team analyses and monitors operational KPIs across the region and conducts root cause analysis when operation performance fluctuates. The Operations team comprises Customer Service, Payment, Listings, Warehouse, Logistics, Seller Operations and Fraud.

Job Description:

Mengontrol dan memastikan pengiriman serta kedatangan jadwal pengiriman cargo udara tepat waktu

Monitoring Slot Time pengiriman cargo udara

Memastikan time stamp kedatangan dan keberangkatan truk tepat waktu di origin serta aktivitas di vendor udara berjalan baik dan tepat waktu

Berkomunikasi dengan pihak vendor terkait apabila terdapat masalah pada pengiriman sehari hari

Requirements:

Pendidikan Minimal SMA/Diploma.

Memiliki pengalaman minimal 1 tahun sebagai Transport Air Freight Staff di perusahaan

Logistik/Transportasi.

Dapat mengoperasikan Ms. Excel (VLOOKUP, SUMIF) dengan baik.

Memiliki kemampuan komunikasi yang baik.

Bersedia shifting dan bergabung secepatnya untuk.

Bersedia untuk ditempatkan di Kapuk DC, serta mobile dalam keseharian di sekitar bandara

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