



CAREER AT JASA MERIN LABUAN PLC, KL BRANCH

POSITION: COMMERCIAL OFFICER

The Commercial Officer (“CO”) is responsible to support the commercial team in providing a comprehensive range of administrative and office support duties. The CO is also required to prepare the necessary reports for the Commercial Manager and assist in all other day to day job activities.

Responsibilities:

- To prepare and update the master voyage charter summary by keeping track of the port charges, brokerage commission, and demurrage.
- To liaise with the Finance Department on receiving invoices and to prepare additional documents if requested by the respective department.
- To ensure EPDA and FDA are properly checked, verified with relevant supporting documents before submitting for payment.
- To keep track and compile all related documents for demurrage claims including drafting demurrage computation.
- To monitor vessels and agents’ updates following voyage order included ETA notice and charterers’ details.
- To ensure all commercial documents are properly verified, compiled, and filling which including voyage order, fixture notes, shipload and discharge documents, and lay time calculation spreadsheet.
- To gather any required information by the Commercial Manager
- To assist within company group ad-hoc tasks or specific projects or tenders. For example, contract agreement, tender preparation, tender clarifications, documentation, filling and any other related matters.

Requirements:

- Diploma or Bachelor's degree in Maritime Management / Logistic/ Finance / Marketing or/and any related course will have an added advantage.
- Understanding of Marine and Shipping business.
- Good in Microsoft office applications
- Able to work both independently as well as in a team.

Perks & Benefits:

Allowance (travel stipends, transportation, etc.)

Nearby public transport

Central location in Kuala Lumpur

Medical insurance

Job Location:

Plaza VADS, No. 1, Jalan Tun Mohd Fuad Taman Tun Dr Ismail 60000 Kuala Lumpur

Interested applicant, please send your complete CV /Resume to jmladmin@jasamerin.com.my.