



Canon Business Machines (Philippines), Inc.

## **LOGISTIC ASSISTANT**

### **Qualifications:**

- Candidate must possess Bachelor's/College Degree in Customs Administration
- Experience in a manufacturing company is an advantage
- Must be familiar with PEZA operations or processing
- Must be analytical and can coordinate with different business unit
- Willing to work on shifting schedule, Holidays and willing to render overtime
- Fresh Graduate are welcome to apply

### **Responsibility:**

- Arrange releasing and delivery of import shipment.
- Communicate with broker, forwarder and carrier for the import shipment.
- Daily monitoring of vessel status.
- Application of import marine insurance and monitor insurance claim.
- Coordinate with PEZA for the application of list of importable (LOI).