



LOGISTIC CONTROLLER

Location: Negeri Sembilan

Nationality: Local

Type: Contract

Post: 1

Detail Description:

- Logistic Controller shall perform the following work on a daily basis.
- Confirm the status for import customs clearance and transportation of cargoes through transporter, and distribute it to the site member.
- Confirm the shipping information for On Shore Supply through representative, and distribute it to the site member.
- Inform the delivery information (P/L, number of vehicles etc.) to material controller in order to ready for unloading the cargoes by material controller.
- Confirm the priority for delivery with material controller.
- Instruct the delivery schedule to transporter from port to site.
- Instruct transporter to arrange equipment for unloading at laydown area in case of require site storage with the cargo weigh over 40tons/pcs.
- Instruct transporter to arrange secondary transport for over 40tons/pcs from laydown area based on request from material controller.
- Record the arrival cargoes history and distribute it to site member.
- Submit the shipping document (P/L, B/L, Invoice etc.) to material controller.
- Keep information accessible by sorting and filing shipping documents.
- Confirm the condition of cargoes which are good or not on the timing of delivered at site with photograph.
- Inform to site member when damaged cargo was found. Emergency call based on Communication routine (*Communication routine should be prepared ASAP)
- Submit the claim notice to insurance company and transporter when damaged cargo was found. Keep information accessible by sorting and filing the evidence (photos, accident report etc.) for the claim.
- Confirm the shipping information of urgent shipment and/or international courier services in order to ready for receive at site if any.
- Confirm the status of cargoes which is re-ordered and re-stored by breakage, lack, loss of the goods
- Confirm the delivery date and re-shipping schedule for returnable cargoes.
- Support for handover of mandatory spares and special tool.



LANGUAGE AND UNIT

All relevant communications and documentations associated with the Logistics Controller's dispatch and site work/ activities shall be in English and SI metric unit.

SKILL/QUALIFICATIONS:

- Experience of logistics work for the power plant at least 1 project or 3 years
- Basic Knowledge about customs clearance and importing in Malaysia
- Understanding English spoken or written by non-native speaker
- Negotiating ability
- PC skill (Excel, Word, e-mail writing & reading etc.)
- Documentation Skills