

# Minerva Foods Asia Pty Ltd

## Brisbane

Domestic and International Traders of Chilled & Frozen Meat, Seafood and By-Products.

Minerva Foods Asia are presently recruiting for 2 Shipping & Documentation Support Officers to provide support to the sales team.

**Salary: Negotiable subject to relevant experience & qualifications**

Responsibilities include but are not limited to:

- Preparing shipping documents as per customer and country requirements
- Checking and auditing documentation prepared by other staff
- Assisting Logistics by compiling shipment files, entering and updating contract details
- Assisting with freight bookings and load outs to supplier
- Advising customers of shipping schedules
- Inputting and maintaining Freight Rates
- Filing and general office duties as required
- General administrative support for Shipping team

Criteria to include but not limited to:

- Minimum 2 years perishable or non-perishable shipping experience, preferably with in agricultural industry
- Be familiar with EXDOCS
- Exceptional Customer Service skills
- The ability to work under pressure and maintain accuracy in a fast paced work environment
- Excellent time management skills and ability to multi task, and prioritize work load
- Microsoft proficient – PowerPoint, Outlook, Word and Excel
- Ability to work with minimum supervision and work as part of a tight knit team
- Be able to use own initiative

### **Application**

Please submit C.V and Cover Letter to The General Manager, Thomas Mills.

[thomas.mills@minervafoodsasia.com](mailto:thomas.mills@minervafoodsasia.com)