

<b>SIN-KUNG LOGISTICS SDN. BHD.</b> <b>JOB PROFILE</b>	<b>Doc. No.</b>	FA-F01 Rev. 0
	<b>Date Prepared</b>	1st June 2010
	<b>Prepared by</b>	
	<b>Approved by</b>	MD / CEO

<b>Position</b>	Internship (Business Programme)	<b>Grade</b>	
<b>Department</b>		<b>Period</b>	3 to 6 months
<b>Reports From</b>		<b>Reports To</b>	Management or superior

**(A) JOB DESCRIPTION - Area of Work / Scope of Duty for Warehouse Department**

- Assist Warehouse Assistant in handling of all warehouse incoming / outgoing shipment and custom documentation.
- Assist in preparing all related custom documentation for warehouse / transport shipment.
- Assist Warehouse Executive to ensure correct coldroom temperature & working condition.
- Assist in warehouse monthly stock take / inventory.
- Performing loading and unloading work if necessary.

**(B) JOB DESCRIPTION - Area of Work / Scope of Duty for Operation Department**

- Assist Operation Assistant in preparing customer's monthly report.
- Prepare drivers trip claim voucher.
- Assist Operation Assistant in monitoring of customers & internal documents to ensure on time return to office after job done.
- Assisting the operations executive in the daily planning, scheduling, monitoring trucking operations.
- Customer's support & liason if necessary.
- Data entry, scanning and preparation of operation document for daily trucks movement if necessary.
- To back up anyone if require to ensure smooth operations.

**(C) JOB DESCRIPTION - Area of Work / Scope of Duty for Admin/Account Department**

- Assist Admin/Account Executives in overall administration job.
- Maintain and update staff records in matter pertaining recruitment, leave application, attendance, staff welfare, appointment, confirmation, resignation.
- Prepare and check all shipping document for billing purpose.
- Prepare and check all invoices before submission for approval.
- Customer's support & liason if necessary.
- Photo copying, scanning and filling of documents, delivery orders & invoices.
- General assistant to all department in the company.

**(D) JOB DESCRIPTION - Area of Work / Scope of Duty for Maintenance Department**

- Assist Maintenance Executives in preparing internal documentations
- Maintain and update truck records
- Keep track of all truck claims, inspection and records.
- Keep track of all truck and lorry information.
- General assistant to all department in the company.
- Assist in monthly stock take / inventory.

\* Any other job as relevant will be assigned from time to time by the Management or superior