



Job Description

- Job title :
Branch Manager, Liege Office, APEX GLOBAL LOGISTICS BE sprl

- Main Function :
 - a. Manage the export and import shipment in Liege airport, including :
 - i. Booking with airline
 - ii. Trucking (delivery for import goods, pick-up for export goods) arrangement
 - iii. Customs declaration (export declaration for outbound shipment, import declaration for inbound shipment)
 - iv. Security screening (for export shipment)
 - v. AWB making (for export shipment)
 - vi. Invoice making (for both export and import shipment)
 - b. Set up the operation team, target for the 1st half an year 2019 is to have 2 – 4 operation on board
 - c. Rent warehouse, get all necessary bound warehouse license etc, target for the 2nd half an year 2019 is to do all shipment handling inbound and outbound in Apex own warehouse in Liege airport

- Quality Requirement :
 - a. Perfect English and French speaking, Dutch and Chinese speaking is extra
 - b. 5+ year operation experience in Belgium, better in Liege area, in both export and import
 - c. Management skills
 - d. Character : responsible, open-minded, quick learner, hard-working
 - e. Requires 25% working time with possible travel