



Myint & Associates Co., Ltd.

**Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon.
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JOB VACANCY

Operations and Logistics Assistant

Date: 07 January 2020

Myint & Associates Co., Ltd. (M&AS) is the First Privately owned Myanmar Company to conduct businesses as a Service Provider in the Oil & Gas Industry of the country since 1989. Since its establishment, the Company has proven itself not only as the Leading Service Provider, but also as a Specialist Service Contractor for a broad range of services, specifically tailored to meet the requirements of International Oil Companies and their main contractors operating in Myanmar. Myint & Associates Co., Ltd. (M&AS) is seeking Applications from Dynamic and Highly Motivated Candidate for the following post:

Job Title : Operations and Logistics Assistant
Department : Operations and Logistics
No. of Position : 1

Job Description

- Deal with MOGE, MPA, CIQ Team and Regional Authorities for Clearance Process
- Perform Air and Sea Freight Cargoes Import and Export Clearance Process
- Take approval letter from Customs for Importation and Exportation of Client's Cargoes
- Landing Craft and Road Transportation Arrangement, Crane and Equipment's for Cargoes Loading and Unloading Process
- Prepare and check the Shipping Documents for all Clearance Process
- Prepare the necessary document to apply License and to get License in time
- Prepare the necessary document for Vessel Inbound and Outbound Clearance
- Perform local procurement services of Lubricants, Ship Spares, Electrical and Materials
- Deal with MOGE, Customs, MIC and Regional Authorities for Import Permit Application and Clearance Process
- Check the Perform Invoices to proceed Import Permit Process for all Project
- Monthly updated of the New Information / Policies from Airline, Immigration and Customs.

Minimum Required Knowledge & Experience

Education / Experience

- Must be University Graduate/ Equivalent Level (International Logistics certificate will be preferable)
- Age must be under (30) years
- Must be experience in related field
- Build and Maintain a strong network of Customers
- Must be a Team Player and High Motivation, Commitment to work and can work under pressure
- Willingness to Learn and Enthusiasm
- Ability to work Independently and Handle Multiple Projects
- Fluent in English both Verbal and Written
- Able to use Computer well with Microsoft Office Application and Email

Candidates who meet the respective requirements should send their applications, describing details of qualifications & work experience to-date with contact phone numbers and mailing address, attached with copy of Educational / Professional Certificates, copy of Labour Registration Card, National Registration Card, Census copy and original of Testimonial from Police Station to above address by 20 January 2020.

Please note that only shortlisted candidates will be contacted.