



## **MAGNI SUTERA RESOURCES SDN BHD**

Building & Civil Engineering,  
Upstream & Downstream Consultancy,  
HSE & Technical Services

### **VACANCIES**

**Job Title: Transport Assistant**

**Job Responsibility:**

- Execute transportation assistant duties to the freight department.
- Assist in loading and unloading operations of goods at a transport department.
- Assist transportation department in managing and coordinating shipments.
- Resolve customer issues relating to transportation of their goods and products.
- Prepare and verify shipment documentations of outbound freight.
- Receive and verify all inbound freight documentations and bills of lading.
- Check and verify goods received at warehouse as against the accompanying documents.
- Inspect goods or products received for breakages or damages.
- Track and communicate all shipments to the appropriate personnel.
- Maintain all files, transportation documents and reports in an organized manner.

Interested candidates are invited to write in with full personal information, copies of relevant certificates, employment history, current and expected salaries and contact details. Only shortlisted candidates will be notified for interview.

#### **Human Resource Department**

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