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| **POSITION DESCRIPTION** |

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| Position Title | : | Intern 实习生 / Graduate Trainee毕业实习生 |
| Location | : | China |
| Department | : | MEDLOG Shenzhen |
| Immediate Supervisor | : | General Manager, Trucking |
| Geographical Coverage | : | Shenzhen |

Company Name : Medlog (Shenzhen) Co Ltd

Company Website : Headquarter in Switzerland under MSC Group [www.msc.com](http://www.msc.com)

www. medlog.com

Address : Yantian 深圳市盐田区海山街道鹏湾社区深盐路2015号沙头角保税区32栋保发大厦2楼2A01

公司名称：利胜地中海物流（深圳）有限公司

公司网页：总部位于瑞士的MSC 跨国集团, 业务遍布全球 – www.msc.com, www.medlog.com

地址：深圳市盐田区海山街道鹏湾社区深盐路2015号沙头角保税区32栋保发大厦2楼2A01

**概要**

负责协助总经理日常业务对接，日常业务操作跟踪，开发客户及达成所有关键绩效指标的要求。

**Summary**

Responsible for assisting the General Manager in daily business, customer follow-up, operation tracking, business development and meeting the requirements of all key performance indicators.

**主要职责**

* 客户维护，协助运营流程管理
* 日常业务操作跟踪
* 跟进车队行程状态，确保卡车车队按照SOP和客户要求交付订单
* 维护车队所有司机的服务质量，优化客户的满意度，投诉率，提昇服务質素;
* 维护稳定、积极、正能量的司机团队，
* 给予司机团队必要的关怀和帮助;完成上级领导交办的其他工作。

**Key Responsibilities**

* Customers liaison and assist in operational process management
* Tracking of daily business operations
* Follow up on the delivery status, and ensure orders fulfillment in accordance with SOPs and customer requirements
* Maintain the service quality of all drivers, optimize customer satisfaction, complaint rate, and improve service quality;
* Maintain a stable, positive and positive driver team, and give the driver team the necessary care and help;
* Complete other tasks assigned by superiors.

任职要求:

1. 应届毕业生。主修货运物流业优先
2. 对货运物流业有兴趣, 并计划毕业后在本公司发展长期事业
3. 了解貨車运营各环节中人、事、物的关联作;
4. 工作积极主动，有良好的沟通协调和学习能力
5. 注重与人的沟通，高情商，能积极分析及解决问题，准确完成各项相关工作

Requirements

* University student, or fresh graduate, with major in logistics is preferred
* Interest in the logistics industry, and plan to develop a long-term career in our company
* Basic understanding of truck operation
* Self-motivated, good communication & coordination skills. Willing to learn
* Good interpersonal skill, high emotional intelligence, with positive problem solving skill, ability to complete all the assigned tasks.