Operations Executive (General Logistics)

Job Summary

Looking to build your career in global logistics? Join us as an **Operations Executive** within our General Logistics Department and be at the heart of international freight forwarding. This role is based in **Klang, Malaysia**, where you will manage shipments across air, ocean, and road while working with other stakeholders to ensure seamless end-to-end deliveries. If you enjoy finding solutions and working in a dynamic setting, this is your chance to grow with a leading logistics company.

Your responsibilities will include:

- Coordinate air, ocean and road shipments, including export, import and cross-trade movements where applicable.
- Organize and execute shipments from door to door, unless otherwise agreed, including bookings, documentation, operational follow-up and billing.
- Monitor shipment progress and coordinate with airlines, carriers, co-loaders, suppliers, overseas offices and agents to ensure timely execution.
- Keep customers and relevant internal stakeholders informed of shipment status, changes, delays and other operational developments.
- Follow up on freight rates and maintain accurate cost and pricing information from co-loaders and other service providers.
- Prepare and maintain accurate shipping documentation and ensure shipment information is correctly updated in the relevant logistics systems.
- Work closely with internal teams to support the timely preparation of quotations and shipment arrangements.
- Follow up on file completion and support accurate and timely billing to customers.
- Respond to day-to-day operational issues and work with colleagues and service providers to find practical solutions and minimize disruption.
- Carry out operations in accordance with Blue Water internal procedures, ISO requirements, HSSEQ and Compliance Guidelines, while contributing to the company's health, safety and environmental targets.
- Perform other operational duties as required by the supervisor or manager.

To succeed in the role, you bring:

- At least 3 years of experience in international freight forwarding, with a strong understanding of freight forwarding operations and processes.
- Good organisational and coordination skills, with strong attention to detail and the ability to manage multiple shipments, priorities and deadlines.
- Good communication skills in English, with the ability to work effectively with customers, vendors, overseas offices and internal teams.
- Able to work effectively in a fast-paced environment.
- Proactive and collaborative team player with a positive attitude, strong sense of responsibility and willingness to learn.
- Flexibility to support operational requirements outside normal office hours when necessary.

Benefits



Competitive Compensation, AWS



Start from 20 days of Annual Leave



Medical Insurance coverage, Flexi Benefit for Health & Well-Being, Corporate Classpass Plan

About Blue Water Shipping

Blue Water is a global provider of all logistics services in modern supply chain management. The company was founded in 1972 in Denmark, and today, Blue Water has over 2,700 employees at 80 offices worldwide. Every Blue Water office combines a strong global network with local expertise, and the company operates in various dedicated business segments.