



## Cargo Officer

- **Vacancy for:** 1
- **Posted on:** Feb. 7, 2018
- **Deadline:** April 24, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Commercial / Logistics / Supply Chain  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- Must have completed Bachelor level with at least 1 year of experience
  - Should have good knowledge of bookkeeping and filing
  - Must have good communication skill
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### Job Description

- Check import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a tariff coding system
  - Contact vendors and/or claims adjustment departments in order to resolve problems with shipments, or contact service depots to arrange for repairs
  - Determine method of shipment, and prepare bills of lading, invoices, and other shipping documents
  - Direct or participate in cargo loading in order to ensure completeness of load and even distribution of weight
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### Applying Procedure

Apply Link : <https://merojob.com/cargo-officer-2/>

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