德国赫伯罗特股份公司是目前世界前五大船公司之一，赫伯罗特船务（中国）有限公司是德国赫伯罗特集团在中国的独资机构，致力于全球化的集装箱服务，拥有超过7000名员工，分布在[330个地区](http://www.hapag-lloyd.com/en/offices/worldwide.html)遍及全球112个国家。拥有超过165年历史的赫伯罗特致力于全球化的集装箱服务和环境保护。公司拥有150艘现代船舶，提供超过77万个标准箱，总容量约为一百一十万个集装箱（标准箱）船队，是全球领先的班轮运输公司之一。现因业务发展需要，诚聘所述人员。

Hapag-Lloyd AG is one of the top five shipping companies in the world dedicated to the gobal liner shipping business with more 7,000 motivated staff at [300 locations](http://www.hapag-lloyd.com/en/offices/worldwide.html) in 112 countries. For more than [165 years](http://www.hapag-lloyd.com/en/about_us/overview_history.html), Hapag-Lloyd has set industry-wide benchmarks for reliability, service, productivity and [environmental protection](http://www.hapag-lloyd.com/en/about_us/environment_overview.html). With 150 modern ships offering a total capacity of more than 770.000 TEU and a container fleet with a capacity of about 1.1 million TEU, Hapag-Lloyd is among the leading global liner shipping companies. Due to business development, we now have below vacancies:

1、Job Title:   Documentation Co-ordinator (单证员)(正式岗位)

Number： Persons

Responsibilities:
-      Receive and verify Shipping Instruction.
-      Creation of BL and Invoices.
-      Transmission of draft copy of documents to customer.
-      Printing of original documents.
-      Filing of relevant documents.
-      Transmission of Customs Manifest.
-      Release of Documents.
-      Any other responsibility as and when assigned.

Qualification:
-        College degree above (Transportation and Logistics related )
-        Good knowledge of typing skill and Microsoft applications
-        Good command of English (written and verbal)  CET-4 or above

Work Time: From 8:30 am to17:30 pm

Work Location: Huangpu District, Shanghai

岗位名称：单证员(正式岗位)

招聘人数：若干人

职位描述:

-     接收和检验客户托单
-     生成海运提单及发票
-     发送提单初稿给客户确认
-     打印正本提单
-     整理归档相关文件
-     发送海关舱单
-     放单
-     其它相关负责事宜

任职要求：

-       大专学历及以上 (运输及物流相关专业)
-       打字速度良好并能熟练运用办公软件
-       英语读写能力良好（CET4及以上）

工作时间： 8：30~17：30

工作地点：上海市黄浦区

简历请投递至邮箱：hujj@hlag.com 并注明申请职位名称。

联系人：金小姐/胡小姐

电话：021-33054529 / 021-33054520-100

联系地址：黄浦区中华路1359号4楼