



# TRADE COMPLIANCE EXECUTIVE

## Responsibilities:

- Responsible on administrative duties and activities related to Licensed Manufacturing Warehouse (LMW) & monitor the overall LMW process (Internal & External)
- To ensure all statutory matters of License Manufacture Warehouse (LMW) is fully compiled to and in line with Customs Act 1967 and its related laws & regulations
- Periodic yearly renewal of companies LMW licenses and ensure all Customs related documents - K1,K9, etc are filed and systematically stored.
- Liaise with Custom Dept on import and export activities. To act as company liaison officer in communications and coordination with Customs Dept, SIRIM, MIDA, etc on any LMW or Customs Act (1967) regulations, or procedural matters changes affecting shipment imports and exports.
- In charge of yearly LMW licensing renewal applications and to ensure all Customs reports (M1, M2 & M3, etc) and related reports (Ad-hoc, Monthly) are submitted to Customs Dept or related govt agencies before its deadlines.
- Liaise with company internal stakeholders (Purchasing, Productions, Engineering, IE, Finance, etc) and external stakeholders (forwarders, vendors and customers) on materials, machinery, spare parts imports/ exports clearance and preparation of all required applications & documentation for shipment clearance approval.
- Administration and ensure proper filing of import and export documents, and Customs documents.
- Liaise with Customs Dept on audits matter related LMW licenses and related government agencies on imports /exports issues.

## Requirements:

- Possess Degree in Business Administration/Logistics, or any related courses
- Required language – English & Bahasa Malaysia
- Preferable with knowledge and experience on LMW / GPB Custom licensing in Logistics department / Manufacturing Industry
- Able to work independently & meet deadlines

Interested applicants are invited to write-in / email with a comprehensive resume to:

**HUMAN RESOURCE DEPARTMENT**

**UNISEM (M) BERHAD**

**No 1, Persiaran Pulau Jaya 9,**

**Kawasan Perindustrian Pulau Jaya,**

**31300 Ipoh Perak.**

**Telephone No. : +605-3572800**

**Email : [recruiting@unisemgroup.com](mailto:recruiting@unisemgroup.com)**