

	<h1 style="text-align: center;">Checker</h1>		<b>Document Number:</b>  JD-OPS-09.29
	<h2 style="text-align: center;">Job Description</h2>		<b>Revision No</b>  0
	<b>Department:</b> Global - Operations	<b>Effective Date:</b> July 25, 2022	

### I Reason for Existence

The Checker is generally responsible in making sure that all cargoes received or released are complete and in good condition.

### II Immediate Leader

Directly reporting to Assistant Transport Manager.

### III Duties and Responsibilities

1. Responsible in making sure that all cargoes received and released are complete and in good condition by making sure that there will be no visible external damages to prevent clients filing for the claims.
2. Responsible in making sure that all attached documents are complete so the cargo will be received without issues. Proper coordination with the transport coordinator is a must to ensure smooth delivery.
3. Perform other task that maybe assigned by management from time to time.

### IV Minimum Qualifications

1. Graduate of any 2-year course preferably business course.
2. Minimum of 2 years' experience on the position or with related experience.
3. Good written and oral communications.
4. High tolerance to stress and detailed oriented.
5. Adaptable and with problem solving analysis.

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