



REIC SDN. BHD.

Company No. 202401048350 (1594195-H)

Incorporated in Malaysia

- **Company description**

REIC Sdn Bhd, strategically headquartered in Port Klang, Malaysia - one of the largest and most efficient ports in the world - stands as a reliable partner between Asian R-PET producers and European and global customers.

Our processes include in-depth qualitative analysis, making all the characteristics of the product sourced matching with the customer's needs.

Our team is distinguished by an unwavering dedication to meeting customer requirements, punctuality and accuracy. In a market where the demand for R-PET flake has exceeded local availability, we stand as a reliable point of reference to connect the Asian market with the European and global markets.

Our strategic location in Asia is not only a response to the demand for recycled materials, it provides a vision for the future, where collaboration across continents is the key to addressing global challenges.

Every activity we undertake reflects our commitment to creating value for customers and suppliers, building long-lasting relationships that contribute to positive change in the world of recycling. With REIC, we are continuously, forging bridges between Asia and Europe, and paving the way for a future where sustainability and quality go hand in hand.

- **Contact person name:** Chiara Di Giacinto
- **Contact email:** administration@reic.my

Job position details

- **Job title:** Controller Specialist
- **Job location:** Port Klang Free Zone area
- **Job description:** we are looking for an experienced controller to join our trading company team. The successful candidate will be responsible for managing all aspects of documentation, including invoicing, transportation documents, packing lists, and warehouse management.
- **Requirements/Qualifications:** proven experience in trade documentation, logistics, or a similar role, strong knowledge of incoterms and customs procedures, excellent organizational and attention-to-detail skills, ability to work accurately and efficiently in a fast-paced environment, proficiency in MS Office, particularly Excel and Word, ability to use MS Word and MS Excel to create activities report, fluent English language in speaking and in writing, ability in problem solving.
- **Key responsibilities:** manage and process invoices, ensuring accuracy and compliance with regulations, prepare and verify transportation documents, such as bills of lading and commercial invoices, create and manage packing lists, ensuring accurate cargo descriptions and quantities in gross and in net weight, oversee warehouse inventory management, including stock valuation and reporting, ensure compliance with regulatory requirements and company policies.

If you are a motivated and experienced controller, please share your curriculum vitae at **administration@reic.my**