

码头操作 / Operation(Terminal Team)

Job Description :

1. To request discharges list from central planner for own vessel and mail to all member
2. Request discharge list from local ship operator.
3. Crosscheck OPUS data and discharge list and send ICS including empty containers, local inbound and transshipment containers to terminal and agent.
4. Summary inbound and T/S DG cargo data to make pre-declaration.
5. Prepare container booking forecast to vessel planner.
6. To capture vessel loading figure and cross-checking with container terminal ship planning section for ensuring the accuracy of the export figures.
7. To coordinate with salesman during overbooking or tight space situation and arrange the roll-over of containers.
8. To prepare final loading summary to parties concerned after vessel sailed.
9. To arrange export withdrawal / rework upon receiving customer request
10. To arrange early come and late come cargo application and follow up.
11. To deliver DG / reefer / Exceptional list to master of vessel through container terminals.
12. To monitor CY / VGM / SI and Customs Voucher closing
13. To arrange trucking for door shipment.
14. To arrange damage containers re-stuffing / surveyor investigation
15. To relay damaged container report to parties concerned
16. To follow up the malfunction reefer container.
17. To arrange U/C shipment delivery with parties concerned.

18. To update the stowage plan in OPUS for own operating vessel

19. To ascertain any over-land or short-land cargo by checking the discharge list.

20. To check/verify terminal invoice and follow up settlement.

Qualification:

1. College degree or above.

2. 1-2years experience working in shipping field and terminal operation.

3. Good communication skills.

4. Good command of written and spoken English and Chinese.

5. Proficiency in MS office, including Word, Excel, Outlook and Power Point.

6. Interpersonal skills and be a good team player.

7. Well organized, detail-minded and self-motivated with great initiative.

8. Willing to work under pressure and attentive to procedure.