

船务操作 / Vessel Operation

Job Description:

- 1. Conduct Cargo Operation:** Obtain gate in information, release result; AMS&ENS checking and feed back to sales, make final report after vessel departure.
- 2. Conduct Vessel Operation:** Collect inbound bay plan, distribute to concerning parties, provide booking forecast to planning center, monitor vessel movement, making stowage plan, send final bay plan.
- 3. Coordination with Ship and Terminal:** Negotiate port schedule, pay attention to vessel movement, adjust vessel schedule according to the information of last port. Keep good relationship with port authority.
- 4. File Information:** Collect inbound/outbound information, import and export concerned document, check/confirm, filing.
- 5. PSO Invoice Checking:** Input accrual data into OPUS system, create & check invoice.
- 6. Statistics Operation Volume:** Conduct Annual cargo volume statistics according to filing information. Conduct Terminal Performance Report monthly. Conduct Ningbo port closed record.
- 7. Reply Inquiry:** Receive inquiries from terminals/agency/principle etc, search information, reply through telephone/mail.
- 8. Assistance:** Assist new staff for their daily work, assist team leader to coordinate with other partner.
- 9. Coordination with Concerned Parties:** Coordinate concerned parties to make sure domestic t/s and int'l t/s operation smoothly at Ningbo. Monitor their performance.
- 10. Monitor Agency's Performance:** Record agency's action if any problem found in daily work.

Qualifications:

1. Sound shipping or logistics business knowledge.
2. Fluent in both written and spoken English, above CET-4.
3. University degree or above.
4. 5 years related working experience in logistics or shipping industries.
5. Excellent Computer skills, experienced and knowledges on MS Office.
6. Strong presentation and communication skills.
7. Good attitude and willing to learn.

8. Able to work under pressure.