

船务操作 / Operation(Transshipment Team)

Job Description :

1. Download t/s figure and declare t/s data and related documents to terminals and ship agents
2. Apply vessel space and get loading approval for special cargo with related managements and update system
3. Place order to feeder after receipt of Chinese SI from SPRC office and make feeder loading appointment with terminals and ship agents once feeder schedule fixed
4. Appoint feeder to handle export shipments from Shenzhen/ Dongguan/ Shantou/ Huizhou and distribute feeder pre-loading list to related teams before sailing
5. Make feeder in appointment with terminal for container discharging and inform party concerned to update 2nd leg vessel if misconnection
6. Create service/ work order under feeder arrangements
7. Provide CSVS team demurrage, detention charges or extra operating costs recovery from customers
8. Follow DG/ OOG/ reefer inquiry at SZ t/s port and SPRC river ports
9. Timely to check long idling t/s laden for barge and on-going vessels
10. Verify error message from outsourcing -Feeder invoice

Qualification:

1. College degree or above.
2. 1-2years experience working in related industry, knowledge of cargo transshipment regulation at t/s port.
3. Good communication skills.
4. Good English reading and writing skills.
5. Proficient in common office software.
6. Interpersonal skills and be a good team player.
7. Self-motivated and work overtime if necessary.
8. Able to work under pressure and cooperate with teammates to get the job done.