

Internal Vacancy

Position	:	General Manager Ocean Freight
Location	:	SACO – Head Office
Reporting To	:	Managing Director

RESPONSIBILITIES:

Determining strategies and achieving operational results by...

- Development and implementation of strategy for Sea Freight within SACO.
- Determining sales / operational strategies, defining objectives and evaluating the outcome for Sea Freight.
- Overall management and control of operations /sales to maximize profitability for the Sea Freight division, ensuring that budgeted financial targets are achieved.
- Development and implementation of procedures and service standards for the Sea Freight division.
- Analyzing overall sea freight performance via the relevant management reports.
- Analyzing damages, claims, productivity, customer complaints, delivery problems, special requirements etc.
- Where required assist with client complaints and service level failures.
- Ensuring that Sea Freight within SACO is suitably structured and managed in order to meet client service and operational performance.

Monitoring administration and financial control by...

- Ensuring that Branch Managers are monitoring outstanding debts and implementing collections as indicated for Sea Freight.
- Manage the age analysis to ensure that debtors exposure is effectively controlled in terms of credit limits and payment terms and ensuring Days Sales Outstanding (DSO) remain within agreed limit.
- Overall control of costs for Sea Freight in line with budget.
- Reviewing Sea Freight management reports on disbursements, refunds, credit limits, and rates ensuring that the work is carried out efficiently and in line with company standards.
- Regular review of Sea Freight rates and tariffs, recommending or making adjustments where appropriate.
- Ensuring that company policy and procedure is followed in respect of pricing and discounts for Sea Freight at all times.
- Preparation and submission of monthly Sea Freight report from information gathered from the Sea Freight Branch Managers.
- Monthly review of all Sea Freight profit and loss accounts, taking appropriate action where required.
- Ensuring that all Sea Freight branches are applying administrative procedures, taking relevant action with regards to deviations.
- Establish budgets for Sea Freight division.
- Ensuring that Branch Managers are monitoring outstanding debts and implementing collections as indicated for Sea Freight.
- Conducting branch visitations as and when deemed necessary.

Monitoring Sea Freight staff results by...

- Assisting with the recruiting and selection of Sea Freight staff where required.
- Reviewing and authorizing staff change documentation including engagements, terminations, salary adjustments, transfers, promotions etc.
- In consultation with Branch Managers develop training and development plans for Sea Freight division.
- Monitor development, succession, growth opportunities for staff.



- Ensuring that Branch Managers review position descriptions, manage performance, assisting with coaching, counseling and discipline of employees to ensure the required achievement of performance and productivity standards are achieved.
- Ensuring that Branch Managers are compliant with all HR, IT and administrative policies, practices and procedures.
- Conducting Sea Freight Orientation presentation to new staff as and when required.

Developing of the WWA association by...

- Representing SACO Shipping SA and our interests within WWA.
- Attending the World Wide Alliance meetings as and when required.
- Developing strategies for growth of WWA & SACO as a WWA member.
- Taking responsible for and conducting, monitoring RFQ work.
- Coordinating IT issues together with IT Manager.
- Coordinating sales activities within the WWA.

Developing of the WWA association by...

- Management of Route Development Department.
- Assist in the development of various trade lanes when required.
- Analyzing route profits and trends, initiate appropriate action.
- Attend international Agent conferences as and when required.
- Planning and scheduling of overseas Agent visits in SA supporting route and branch sales.
- Scheduling client visits with Route Development Department as and when required.

SKILLS:

- Must be able to properly facilitate communication.
- Must have experience in leading complex teams.
- Must be able to build trust.
- Must have good conflict resolution skills.
- Must be able to embrace diversity.
- Must be able to set clear goals.
- Must be able to empower team members.
- Must have knowledge of MS Word, Excel and Outlook software.
- Must have knowledge of all organisational discipline (Marketing, HR, finance and info. technology etc.)
- Must have broad understanding of freight / transport industry in SA.
- Must have in depth understanding of freight processes.
- Computer operation.
- Must have good managerial / people management skills.
- Self-management.
- Must be able to do formal presentation and group facilitation.
- Financial interpretation.

REQUIREMENTS:

- Minimum of Grade 12 / Matric.
- 1st degree (Bcom) or Diploma Logistics.
- Approximately 5 to 10 years in Freight Forwarding / Shipping or freight related environment.
- 5 to 7 years in a managerial capacity.

All applications must be accompanied by a full C.V of relevant experience.