

NEW VACANCY

POSITION:	EXPORTS CONTROLLER – OCEAN FREGHT
LOCATION:	OCEAN FREIGHT – JOHANNESBURG
REPORTING TO:	EXPORTS SUPERVISOR

RESPONSIBILITIES:

Manage Expenses by ...

- Profit and loss completed within 7 working days after vessel sail date.
- Invoice related queries and amendments finalized within 3 hours of receipt.
- Split Files - provisions to be inserted into the controlling branch file within 1 working day after vessel sail date.
- Creditors' invoices to be approved and captured once files have been registered before being e-mailed to HO Accounts.
- No operational errors with financial implications.

Adherence to Policies & Procedures by...

- Respond to queries (clients, agents, branch) within 2 hours of receipt of request
- Ops related queries unable to be resolved are to be escalated to the supervisor/manager.
- Process bookings within 1 hour of receipt.
- GRV's to be sent within 3 hours of receipt from ZP to the client.
- Final Load list to be submitted to ZACPAK by COB Day before DBN stacks open.
- Container VGM is issued 1 hr after final packing declaration is issued from ZACPAK.
- Statutory requirements associated with the relevant SOP adhered to at all times.
- "Confirmed on Board" status sent within 24 hours after vessel sailing.
- Pre alert documentation to be sent to relevant agent as per trade lane schedule, 3 days after vessel sails.
- Send HBL's and invoices to clients within one working days after vessel sailing.
- Make booking with relevant shipping line 2 days before loading.
- Claim procedure to be followed.
- Calling one client per day, to boost volume and support.

Operational Excellence by...

- Capture the cargo dues within one working day after vessel sailing.
- All paperless requirements / functions to be adhered to.
- Receive weekly stock on hand report from ZACPAK.

Culture Accountability by...

- Three EEE's.
- Compliance to all HR policies, practices and administrative procedures.
- Attend operational meetings.

SKILLS:

- Computer operations MS of Excel / Word and Outlook.
- Must have basic knowledge and understanding of shipping practices with in a commercial or shipping environment.
- Must have organizational skills and effective time management skills.
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- Must have attentive attitude towards responsibility.

REQUIREMENTS:

- Minimum of grade 12.
- Minimum of 12 months within any commercial, shipping or Clearing & Forwarding Company.
- Minimum of 2 - 3 years' working experience within the Road / Freight Industry could be an advantage.
- Certificate or Diploma in Supply Chain Management or similar could be an advantage.
- Incoterms Knowledge is an advantage.
- Must have excellent geographical understanding.

Should you be interested in the above please advise: **Human Resources Department:**

All applications must be accompanied by a copy of this advert and a full C.V of relevant experience.