



POSITION DESCRIPTION

POSITION TITLE : Shipping Supervisor/K3028

DEPARTMENT : Supply & Distribution

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Group S&D Manager/Logistics Manager

POSITIONS SUPERVISED : 2-6

POSITION PURPOSE

To ensure on time cost effective deliver of goods from supplier.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Responsible for materialize the shipment within the agreed FDC Level & lead time
- Lead the shipping team & supervise all the shipping activities, ensure the effective operations
- Supervise with freight forwarders to materialize the international shipments within the readiness date by brand wise
- Coordinate with the supplier's for PO's & Ensure the correct Documentation requirements for smooth clearance
- Monitor all the GCC Shipment & Export shipment documentations & movements , POD, Insurance
- Monitor all the shipment clearance & lead time delays, make the proper control mechanisms to reduce the lead time
- Coordinate with the warehouse for pre- alerts & Monitor the delivery of shipments
- Maintain & Submit the FDC, Insurance ,Shortage / Damage, Lead time reports by supplier /regions by monthly
- Coordinate with the all the buying team for the PO Tracker & Nominate the freight forwarders by region wise
- Responsible for floating the RFQ to the freight forwarders, Analyze the quotes, submit the logistics manager for approval
- Analyze the freight forwarders performance as per the agreed SLA's in the frequent intervals
- Prior to the arrival of shipment liaise with supplier for the commercial documents
- Liaise with accounts department for L/C Shipments & Ensure the correct shipping documents as per the LC
- Responsible for finalize the mode of the shipment by the cost analysis
- Responsible for making the monthly insurance report for the shipment damages, marine insurance for sea, air & land freights
- Coordinate with insurance companies for the claims, arrange the proper documentations to get the claims for the discrepancies (Damages, lost)
- Responsible for produce monthly FDC Report by every month & analyze the lead time by supplier, by port, by region, by %, submit to the management
- Preparing the shipping bottlenecks report every 15 days to highlight to the management with all the delays & recommend for the suitable solutions
- Responsible for verify all the freight forwarders Invoices as per the agreed contract & forward to accounts for the payment
- Weekly report on shipments status file including Shipment arrived, Cleared, under clearance and on the way.
- Weekly shipping report shows number of shipments arrived for each supplier by brand, by mode, by port or airport, by volume, by forwarder and purchase order value.
- Weekly report by forwarders showing freight cost, port, mode & volume and clearance expenses.



PERSONAL CHARACTERISTICS:

- Self motivated
- Independent
- Analytical
- Efficient

PERFORMANCE MEASUREMENTS

- Reduction in FDC
- Contracts and SLA with freight forwarders
- Relationship freight forwarders and other partners
- On-time shipments
- Alerts to business on exceptions
- Alerts to business on customs regulation changes
- Keeping business update of changes in import regulations
- Avoiding container detention charges

QUALIFICATIONS\REQUIREMENTS:

- Degree with statistical knowledge
- 3 years experience in shipping & logistics back round
- Understanding of Middle East customs laws and practice.
- Ability to challenge the “norm” and think outside the box.
- Strong communication skills Impeccable English –spoken and written
- Proficient with writing reports, good knowledge in MS Office

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

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| • Drive for Results | - 3 |
| • Creativity | - 2 |
| • Negotiation Skills | - 3 |
| • Problem Solving | - 3 |
| • Priority Setting & Time Management | - 2 |
| • Managing Relationships | - 2 |
| • Valuing Diversity | - 2 |

Department Head:

Employee: