



POSITION DESCRIPTION

POSITION TITLE : Shipping Coordinator/K4039

DEPARTMENT : Supply & Distribution

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Shipping Supervisor

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To ensure on time delivery of shipment from suppliers through effective administration process.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Coordinate with freight forwarders to materialize the international shipments within the readiness date by brand
- Coordinate with the supplier's for PO's & documentation requirements for clearing
- Coordinate with the buyers for the PO Tracker & update the file on day to day basis
- Coordinate with the warehouse for pre- alerts & arrange the delivery of shipments
- Coordinate with inter departments for all the exports/ re-exports & Arrange the proper documentations
- Maintain & submit the FDC, Insurance ,Shortage / Damage, Lead time reports by supplier /regions by monthly
- Coordinate with the buying team for the PO Tracker & nominate the freight forwarders by region wise
- Enter all details on PO file & monitor status, ETD, ETA, Weight, and Volume from the daily shipment status files from the Forwarders
- Prior to the arrival of shipment liaise with supplier for the commercial documents
- Liaise with accounts department for L/C Shipments
- Upon receiving commercial documents forward Commercial documents copy to accounts
- Send a copy of Invoice and original packing list to warehouse with Pre alert
- Once shipment arrived , provide the shipping notification to the concern team with lead time
- Once shipment cleared produce cost sheet actual / estimated
- Arranging the documentation for all the exports & re-exports, maintain the electronic & hard copies
- Follow-up with warehouse for logistics control sheet, verify received quantity with air waybill or Bill of lading. Attach a copy of Air waybill / Bill of lading with logistics control sheet keep copy in file
- On daily basis record all the issues counter in day-to-day operations
- On daily basis update volume received details
- On daily basis produce actual / estimated cost sheet for the shipments cleared.
- On daily basis prepare freight liquidation summary
- On daily basis tracking shipment by brand, by vendor, by mode, by port or airport, by volume, by forwarder and by purchase value
- Update Costing sheet on daily basis & Update Vendor's list on daily basis



- Weekly report to warehouse with Stock Arrival notification.
- 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.
- Monthly FDC Report by brand wise with lead time analysis for international as well as GCC Shipments
- Weekly issues list (Shipping issues). Weekly report for all stock holding in third party warehouse.

PERSONAL CHARACTERISTICS:

- Self motivated
- Analytical
- Independent
- Efficient

PERFORMANCE MEASUREMENTS

- On-time shipments
- On-time FDC reports
- Shipment notification
- Follow-ups with all partners
- Coordination with Warehouse for shipment delivery
- Buyers Feedbacks

QUALIFICATIONS\REQUIREMENTS:

- Commerce 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. Alongside 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 | - 2 |
| • Customer Focus | - 2 |
| • Creativity | - 2 |
| • Negotiation Skills | - 2 |
| • Problem Solving | - 2 |
| • Job Knowledge | - 2 |
| • Valuing Diversity | - 2 |

Department Head:

Employee: