

DEPARTMENT:	Operations
LOCATION:	51 A Railway Road, Cunupia, Trinidad and Tobago
JOB TYPE:	Office Based/Home Based
JOB TITLE:	Freight Clerk
DIRECTLY REPORTS TO:	Freight Supervisor
POSITION (S) REPORTING INTO THIS ROLE:	None
DEPARTMENT LEAD:	Manager- Operations
OVERSEEING ELT MEMBER:	Vice President- Operations

JOB PURPOSE:

To action all import and export freight shipments from logging of the pre-alert to booking on the export.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
1. Logging on Magaya: <ul style="list-style-type: none"> • Create all Import and export shipments. • Log all external shipment bookings. • Ensure that the online view on Magaya is updated. 	20
2. Create all shipment documents for further processing, e.g., Bill of Laden, Manifest, Proof of Delivery.	10
3. Submit manifests on the Automated System for Customs Data (ASYCUDA)	20
4. Facilitate the Bookings Process for exports.	15
5. Make and lodge payments for all freight commercial shipments.	5
6. Issue release of cargo document to commercial customers.	5
7. Provide updates to commercial customers on the status of their cargo.	5
9. Submit to carriers the Shippers letter of Instruction (SLI) for commercial exports.	5
10. Provide weekly shipment reports to clients on the status of their cargo.	5
11. Verification of all documents for inbound and outbound cargo.	5
12. Submit shipping documents to carriers for exports.	5

QUALIFICATIONS AND EXPERIENCE:

- A minimum of 5 subjects CXC passes.
- A minimum of 1 year experience in a similar field

SUPERVISORY DUTIES:

LAST REVISED	
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None

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.
- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** – especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Attention to details** -Be able to fix small types of oversight before a task is completed.
- **Strong Communication Skills** – Be able to communicate effectively with personnel's internal and external.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person workshops, meetings, etc.