

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

JOB PURPOSE:

Prepare all Import and export licenses and submit to the relevant Agencies for processing.
Follow through the process upon submission of licenses to when the licenses are finalized.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
<p>1. Preparing licenses and submit to the relevant agencies for processing</p> <ul style="list-style-type: none"> Vets the worksheet identifying harmonized system (HS) codes falling under the agency jurisdiction. Vets the safety data sheets (SDS) name against the item description on the invoice. Prepares the licenses application using information from the invoice and airway bill (AWB)/bill of lading (BL). Submitted licenses application to the relevant agencies via email or hard copy for processing. If any items need to be registered with pesticides and toxic chemicals control board (PTCCB) a request is being sent to the Customer Care Specialist (CCS) for the relevant information before submitting registration letter. 	60
<p>2. Follow up on licenses processing at the relevant Agencies</p> <ul style="list-style-type: none"> A follow up is done via email and telephone once the licenses pass the Agencies KPI. 	5
<p>3. Updating Magaya</p> <ul style="list-style-type: none"> Updates Magaya daily capturing any information in connection with licenses. <ul style="list-style-type: none"> ✓ Date Submitted ✓ Date received. ✓ Licenses fees ✓ Upload licenses ✓ Events 	8
<p>4. Request approval for Drafts, and payments for licenses for other clients</p> <ul style="list-style-type: none"> Once the invoice is received from PTCCB an email is being sent to the relevant personnel's requesting approval for payments for licenses. Once approval is given arrangements is being made with the couriers to make payments and pick up the licenses from PTCCB. 	4
<p>5. Create work order (WO) on LASER for PTCCB licenses payments</p> <ul style="list-style-type: none"> Create work orders for PTCCB payments on LASER once approval is being given from client. 	

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<ul style="list-style-type: none"> • Send WO to Manager for approval • Update the WO with receipt and exchange rate sheet once payments are completed. • Any other duties that may be required. 	10
<p>6. Respond to licenses queries</p> <ul style="list-style-type: none"> • Respond to agencies with queries raised on application. • Send an email and follow up with CCS for outstanding documents in connection with licenses queries. • Any other duties that may be required. 	8
<p>7. Prepare KPI report for licenses and permits log</p> <ul style="list-style-type: none"> • Prepare licenses KPI report capturing: <ul style="list-style-type: none"> ✓ Licenses pending further documents. ✓ Licenses processing at the various Agencies. ✓ Licenses invoices pending approval/to be paid. 	5

QUALIFICATIONS AND EXPERIENCE:

- BSc/BA Business Management or related field.
- Experience with ACE, Asycuda or Magaya will be an asset.
- Knowledge of the shipping and brokerage industries.
- Proficient in Microsoft Office Suite.

HSSEQ RESPONSIBILITIES:

- 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 and/or Team Leaders.
- 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 and/or Team Leaders 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 and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and Report any and all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** – personnel’s internally & externally of the Company.
- **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 conferences, workshops, meetings, etc.