

DEPARTMENT:	Freight Operations
LOCATION:	51A Railway Road, Cunupia, Trinidad
JOB TYPE:	Office/ At Home
JOB TITLE:	Import Logistics Coordinator
DIRECTLY REPORTS TO:	Team Lead- Import Logistics
POSITION (S) REPORTING INTO THIS ROLE:	None
DEPARTMENT LEAD:	Freight Forwarding Supervisor
OVERSEEING ELT MEMBER:	Vice President- Operations

JOB PURPOSE:

The Import Logistics Coordinator is responsible for the coordination and end to end process of all Guyana Import Bookings in addition to acting as a support for Trinidad and Suriname Bookings. The role entails a strong collaboration between various departments such as Sales, Customer Care, Contracts & Proposals, Procurement, Brokerage and Finance.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
To Co-ordinate All Import Freight Bookings for our Guyana Office, in addition to aiding with Trinidad and Suriname Bookings.	10
To Manage the Purchase Orders and Coordinate Shipping of orders for selected Customers	5
To Liaise and Communicate with Suppliers, the Customer Care Department, Shipping Lines and Foreign Agents in efforts to complete the booking process once cargo is available and ready for shipping	10
Coordinating with Suppliers, Customers, Shipping Lines and Foreign Agents to meet their respective deadlines in order to get the cargo shipped within the Customers timeline	10
Liaising with the respective foreign agents to ensure all legal requirements and stipulations are met in the respective countries before cargo is shipped	5
To Provide Step by Step Updates on the status of the Booking Process to the Customer Care Department	5
To liaise with Foreign Agents to ensure cargo is booked and shipped to the Destination Port as fast as possible and at the best cost	5
To ensure Foreign Agents submits accurate shipping documents within reasonable timeframes after the cargo departs from Origin Port	5
To liaise with the Foreign Agents/ Suppliers/ Customers for all required documentation prior to the departure of cargo (i.e. Commercial Invoice, CARICOM Invoice, Packing List, IMO Certificate, MSDS)	10
To liaise with the Internal Sales and Pricing Team to request and ensure the best shipping rates and options are received and presented to customers for approval prior to shipping any cargo	5
To Liaise with the Local Freight Documentation Team for the smooth transfer of Shipping Documents & Booking Information	10
To Assist the Freight Documentation and Accounting Teams with any queries for Bookings co-ordinated	5
Verifying documents for the Brokerage Department by ensuring all necessary information is placed on the CARICOM Invoice and BL/AWB, ensuring that the commercial invoices match all documents and requesting amendments and literature form suppliers where needed	5

LAST REVISED

August 11th 2021



To generate and submit Daily/ Weekly/ Monthly Export Reports to the Customer Care Department for specific customers	5
Any other duties that may be required	5

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Management, Logistics or Supply Logistics or related field.
- At least two years' experience in a similar role will be an asset.

HSSEQ RESPONSIBILITIES:

- Accountability in all aspects of health and safety relevant to his/her operation through demonstration and leadership.
- Ensuring that all employees understand that the violation of established safe work practices is the violation of company rules.
- The promotion of proper use and care of protective equipment on each job.
- The prompt reporting of all injuries within (1) hour to the HSSEQ Manager or designated Site HSSEQ Coordinator/Representative.
- The conducting of routine health and safety inspections of his/her area for unsafe conditions, also ensuring the proper use and maintenance of protective equipment.
- The initiation and forwarding of all necessary incident reports to the HSSEQ Manager or designated Site HSSEQ Coordinator/Representative such as: Incident Reports, Near Miss Reports, Unsafe Conditions etc.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- Detail oriented, well organised and capable of ensuring that all tasks are completed accurately according to requirements and in a timely manner.
- Possess integrity and ethics.
- Problem analysis and problem solving.
- Ability to drive continuous improvement.
- Possess excellent written and verbal skills and be proficient at Word, Excel, PowerPoint.

WORKING CONDITIONS

- Office/ Work From Home Environment
- May attend virtual or in-person workshops, meetings, etc.