

<b>DEPARTMENT:</b>	Freight Operations
<b>LOCATION:</b>	51A Railway Road, Cunupia, Trinidad
<b>JOB TYPE:</b>	Office/ At Home
<b>JOB TITLE:</b>	Team Lead- Export Logistics
<b>DIRECTLY REPORTS TO:</b>	Supervisor - Freight Forwarding
<b>POSITION (S) REPORTING INTO THIS ROLE:</b>	One
<b>DEPARTMENT LEAD:</b>	Supervisor - Freight Forwarding
<b>OVERSEEING ELT MEMBER:</b>	Vice President- Operations

**JOB PURPOSE:**

The Export Logistics Team Lead is responsible for overseeing the coordination and documentation process for all exports leaving Trinidad, Guyana and Suriname Offices. The portfolio entails daily and weekly reporting, standard operations procedure (SOP) development, key performance indicator (KPI) management and close collaboration with the Contracts and Proposals (C&P) team, Procurement team and Accounts Payable team with reference to managing varying KPIs that are essential to the operations.

**KEY DUTIES AND RESPONSIBILITIES:**

<b>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</b>	<b>Approx. % of time annually</b>
Overseeing the coordination process for all exports for Trinidad, Guyana and Suriname, ensuring that bookings are actioned within KPI and timely updates to customers are sent	10
Overseeing the documentation process for all exports for Trinidad, Guyana and Suriname, ensuring that documents are prepared in an accurate and correct format as per the respective requirements from the shipping lines/airlines.	10
Ensuring all documents such as Shippers Letters of Instructions (SLIs), draft Bill of Ladings, draft Airway Bills, etc. are submitted within the stipulated timelines as advised by the respective carriers.	5
Ensuring that the team files ISFs within the KPI and act as an escalation point in the event issues may arise. Working with the team to ensure foreign countries requirements are met.	5
Working closely with the hazmat team to ensure all hazmat shipments are actioned in a timely manner, acting as an escalation for problematic hazmat shipments and working with management for solutions.	10
Reviewing all hazmat paperwork and ensuring that the information matches as well as all information is shared with the carriers to avoid any issues with rolling of cargo/missed sailing/flight.	5
Ensuring the Export Team sends pre-alerts to the right parties within the KPI and acting as an escalation for situations where no responses are obtained.	5
Ensuring the export team work closely with various foreign agents upon arrival at destination to ensure a smooth clearance and transportation process occurs (dependent on scope of works quoted)	5
Working closely with the C&P Team to have quotes added to the Laser system and closely with the Procurement team to ensure vendors are also linked, ensuring items are actioned with in KPI and acting as an escalation when they are not satisfactory.	10
Working closely with the Accounts Payable team to ensure payments are released in a timely manner as well as aiding with any queries that may arise.	10

Ensuring that the team work closely with external agencies such as fumigation companies, packaging companies, transportation companies to ensure a smooth coordination and transition of cargo from point A to point B.	5
Flexibility to work on public holidays and longer hours as well as ability to manage staff work loads based on holidays and time off such as vacation and personal days, entails managing a diverse workforce based on operational needs and operations in the respective countries.	5
Creation of SOPs and continuous development of KPIs, working closely with the Quality team on Non-Conformances and having a “continuous improvement” approach to the operations of the export team.	5
Preparation of daily and weekly KPI reports, preparation of timeline reports and other reports that maybe required by management and being able to be accountable for the data recorded on these reports for all countries (Trinidad, Guyana and Suriname).	5
Any other duties as may be required	5

**QUALIFICATIONS AND EXPERIENCE:**

- Bachelor’s Degree in Management, Logistics or Supply Logistics or related field.
- At least three years’ experience in a similar role will be an asset.
- Familiarity with exporting and importing laws and requirements in other countries

**SUPERVISORY DUTIES:**

- Managing workflow
- Training new hires
- Creating and managing team schedules (daily and weekly)
- Reporting to HR and senior management
- Evaluating performance and providing feedback
- Identifying and applying career advancement opportunities
- Helping to resolve employee issues and disputes.

**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.