

<b>DEPARTMENT:</b>	Freight Operations
<b>LOCATION:</b>	51A Railway Road, Cunupia, Trinidad
<b>JOB TYPE:</b>	Office/ At Home
<b>JOB TITLE:</b>	Export Logistics Coordinator
<b>DIRECTLY REPORTS TO:</b>	Team Lead- Export Logistics
<b>DEPARTMENT LEAD:</b>	Supervisor - Freight Forwarding
<b>OVERSEEING ELT MEMBER:</b>	Vice President- Operations

**JOB PURPOSE:**

The Export Logistics Coordinator is responsible for the coordination and end to end process of all Trinidad Export Bookings in addition to acting as a support the Guyana 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:**

<b>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</b>	<b>Approx. % of time annually</b>
Coordinate all export freight bookings for our Trinidad, Guyana and Suriname Offices.	10
Coordinating with consignees, customers, shipping lines and foreign agents to meet their respective deadlines in order to get the cargo shipped within the customers timeline once cargo is available and ready for shipping.	5
Liaising with the respective foreign agents to ensure all legal requirements and stipulations are met in the respective countries before cargo is shipped.	10
Ensuring IATA Dangerous Goods regulations are followed for hazardous cargo.	5
Arrange with fumigation company to have cargo fumigated if required.	5
Liaise with Local Agents to ensure cargo is booked and shipped to the destination port as fast as possible and at the best cost	5
Prepare accurate shipping documents are ensuring that these documents are submitted to the respective local agents/ shipping lines within the required timeframes prior to the cargo departure from the Origin Port	5
Liaise with the local agents/ suppliers/ customers for all required documentation prior to the departure of cargo (i.e. commercial invoice, CARICOM invoice, packing list, IMO certificate, MSDS)	5
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
Liaise with the Brokerage Export team for the smooth transferring of Shipping Documents and Booking Information	5
Assist the Brokerage Export team and Accounting teams with any queries for Bookings/ Shipments co-ordinated	5
Liaise with the Transport Coordinators and Brokerage Export Team to arrange the required transportation of cargo	5
Follow up with consignee's and consignee's brokers to ensure cargo is customs cleared and transportation companies where applicable	5

Follow up and prepares payments for the respective Airlines, Shipping Lines and Agents to whom Ramps has an established credit facility	5
Provide step by step updates on the status of the booking/ shipping process to the Customer Care Department	5
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.