



DEPARTMENT:	Shorebase
LOCATION:	Guyana Shorebase Inc, Muneshwars Compound, Houston EBD
JOB TITLE:	Operations Coordinator- Cargo Ops Coordinator
REPORTS TO:	Shift Supervisor

JOB SUMMARY

Assisting in the coordination of vessel Movements, Unloading and Loading of materials utilized in an offshore drilling campaign.

JOB DETAILS:

The Cargo ops Coordinator is responsible for, and as such own the process, and becomes accountable to:

- Ensure all Vessel Movement arrangements are made by informing Lighthouse and Linesmen as required. Send out the vessel update email.
- Ensure Pilot is booked by completing pilot forms for vessel movements. Clearly stating if Pilot is required or not at least four (4) hours before movement.
- Prepares Customs Reporting and Clearance documents both coastally and internationally. (C4, C6, C7, C8, C12, C16, C18, Transires, Port Health and Immigrations documents)
- Prepares Customs documents for Sufferance wharfs and fuelling. (C12, C28, C43) Update the Customs Overtime tracker.
- Requests bank drafts for Customs payments; reporting, clearing coastally and internationally and for permit to ship stores.
- Log all bank drafts received for customs payments.
- Ensure all receipts are logged and passed to CCS. Indicate outstanding receipts to shift supervisor and oncoming shift to follow up.
- Manage the coordination of the Unloading and Loading operations at GYSBI; by verifying the cargo onboard, being discharged from and loaded onto the vessel, by relaying all discrepancies to the manifestor and liaising with Exxon Logistics Coordinator if required.
- Sign and send out the verified manifest. Immediately thereafter upload to the one drive.
- Scan and upload the signed Customs documents onto the one drive. (Permission Letters, C12, C28 and Transires)
- Upload the signed Immigrations Documents to the One drive.
- Any other duties that may be required.

EDUCATIONAL REQUIREMENTS & EXPERIENCE

- Minimum of a diploma in a technical field of study
- Knowledge of dangerous Cargo will be an asset
- A minimum of two (2) years' experience in Freight and Brokerage will be an asset
- Experience on Invoices processing and handling
- Familiar with the use of Microsoft Software Package (Word, Excel, Outlook, and Power Point)

REQUIRED COMPETENCIES:

- Strong communication and Collaboration skills
- Ability to multi-task
- Ability to adapt to dynamic environment



- Ability to pay attention to detail and well organized

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

APPROVED BY:	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	