

VACANCY NOTIFICATION

Position: Logistics Administrator

Location: Tshipi é Ntle Manganese mining – Bryanston Office, JHB

VACANCY STATUS	PUBLISHED DATE	8 June 2018
	CLOSING DATE	15 June 2018
POSITION DESCRIPTION	Logistics Administrator	
REPORTING TO	Port and Shipping Controller	
PATTERSON GRADING	C Lower	
PURPOSE OF THE JOB	Monitors the export of Manganese to all countries in terms of clients' instructions and regulations of various authorities and ensure that clients documentation is complete. Liaises with clients regarding export documentation and ensures all charges are raised in accordance with agreed rates and responsible for preparing and maintaining documentation relating to the end export process. Maintains a current and accurate internal documentation library.	
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Advises on bulk vessel nominations to marketing team/and or customers within stipulated timelines and in line with sales agreement. • Obtain, certify and submit service provider invoices for payment. • Monitor ships en-route • Process letter of indemnity prior to vessel's arrival at the discharge port. • Facilitate all request from receivers and/or customers to switch Bill of Lading on their behalf. • Compile and prepare pre-arrival documents for export shipments, including rain letters, shipper's cargo declaration and P&I (Protection & Indemnity). • Ensure that all regulatory requirements are met such as SARS, Transnet etc. • Analyse and review the documentary Letter of Credit in line with respective sales contracts, prepare documents and submit to bank against the Letter of Credit. • Oversee and monitor the documentation process relating to Bill of Lading, Certificate of Quality, Weight and Origin in order to ensure compliance with the Letter of credit. • Determine if funds have been received for cargo, once received, order instruction to ship owner for cargo to be released. • Monitor daily progress reports of operational ships to determine loading operation complete dates. • Ensure that agents' updates are sent to correct customer. 	
MINIMUM QUALIFICATIONS REQUIRED	<ul style="list-style-type: none"> • Grade 12 • Advanced Diploma/Bachelor's degree (NQF 7) in logistics • Shipping qualification will be advantageous. • Valid driver's license with his/her own transport 	



MINIMUM EXPERIENCE AND KNOWLEDGE REQUIRED	<ul style="list-style-type: none">• 3 Years' work experience in shipping and stock control in a Port/Terminal environment• Minimum 3 years' work experience with documentary letter of credits• Proficiency in MS Office suite• Sound shipping knowledge, SLC, and bulk shipping• Commercial and cross-functional awareness• Shipping line policies and procedures• Transnet policies and procedures <ul style="list-style-type: none">• The successful candidate will be required to travel for business from time to time.• The successful candidate will provide general support to the logistics department and will be required to assist with ad hoc tasks.
ATTRIBUTES	<ul style="list-style-type: none">• Teamwork• Reliable• Demonstration of commitment to agreements• Committed• Quality awareness• Safety orientated• Ability to work well under pressure• Accuracy and attention to detail• Assertive
COMPETENCIES	<ul style="list-style-type: none">• Good communicator, verbal and written• Detail oriented• High quality standards• Customer focused• Ability to access and obtain information and data through various sources• Tolerance for repetitive routines• Ability to share information
Enquiries	Applicants who meet the key requirements of the job must apply and submit their CVs together with certified copies of qualifications, quoting " Logistics Administrator " to: e-mail address: - hr@tshipi.co.za