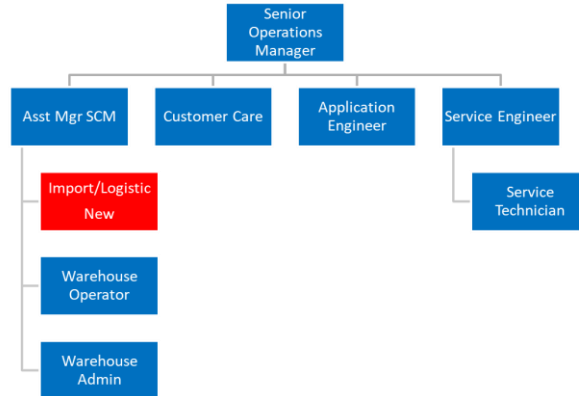




Job Profile SCM_Export Import Staff

Job Family:	Operations	
Job Cluster:	SCM	
Job Role:	Export Import Staff	
Grade:		Date: 22-09-2021

Organization Chart:



Purpose of Job:

- Controlling document shipments to ensure compliance with customs rules and regulations. Will be responsible for export documentation and data entry for all shipments and also assist the shipping manager with daily functions.

Key Activities:

- Comply with all applicable HSE laws and regulations and apply our standards where laws and regulations do not exist or are considered insufficient.
- Identify and assess health and safety hazards and eliminate or, if not possible, reduce risks to as low as reasonably practicable to prevent incidents.
- General and Administrative:
 - ✓ Responsible for the execution of export-import documentation requirements for overall shipments, which include Letter of Credit shipments, commercial invoices, etc. Identify Account
 - ✓ Ensure that all documentation meets export regulations
 - ✓ Monitor and assist with the daily running processes in the Import and Export department and control, check or assist with issuing of all Import / Export documents.
 - ✓ Build strategic, professional and ethical relationships with internal clients and external entities in the industry
 - ✓ Monitor import and export office in such a way that all deadlines can be met.

Critical knowledge and experience:

- Experience in Navision or other major ERP is an advantage.
- Familiar with MS office application
- High integrity
- Excellent customer handling for minimum 2 years

Collaboration Partner

- Sales, Production company, Finance

Preferred Education:

- Bachelor's degree from reputable university

Competencies and Behavior:

- 2.1. Working with people
- 4.2. Applying expertise and technology
- 4.3. Analysing
- 5.1. Learning and Researching
- 6.2. Delivering results and meeting customer expectations
- 7.2. Coping with pressures and setbacks

Skills

- Good command in English
- Good communication skills