

Shipping Coordinator

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Company: Al Tayer Group

Location: Hawally

Category: other-general

Job Purpose

- To coordinate import/export of goods on behalf of Al Tayer Group divisions, monitor costs involved, recover claims and follow-up with freight forwarding agents to ensure safe and timely arrival of goods

Job Requirements

Education/Certification and Continued Education

- Graduate in any discipline

Years of Experience

- 3 to 5 year relevant experience

Essential Roles and Responsibilities

Functional Roles and Responsibilities

- Liaise with the consignee and the freight forwarders/shipping lines/airlines for inbound shipments. Follow up with the freight forwarders for regular updates on the status of the

consignment and inform the respective consignees and ware house of the same.

- Receive the delivery time scheduled of the consignment from the freight forwarders and inform the warehouse and the consignee well in advance.
- Coordinate and ensure that inbound shipments are received by the warehouse and the shipment documents are collated, reconciled and forwarded to the respective consignees of the division.
- Obtain rates for new suppliers/destinations and also process spot rates in case of bulk consignments after obtaining approval.
- Assist in monitoring freight charges for any shipment to ensure it is within the approved limits.
- Coordinate with the warehouse, consignees, customers and freight forwards to ensure all the relevant reports and documentation are received to lodge claims with the insurance company and maintain all correspondence and documentation with regards to the claim recovery.
- Liaise with stores & freight forwarders and arrange the return/relocation of goods and articles as per instructions received, and in accordance with local legislation.
- Maintain HSE practices in the working environment in order to minimize the opportunity of damage property and injury to self and colleagues. Pro-actively remind colleagues to behave in line with the HSE processes defined by the company.
- Review Operational processes from a risk management perspective; identify and qualify new areas of risks and escalate concerns to the HSE committee appointed by the company.
- Coordinate shipment claims closely and ensure all relevant reports and documentations are received to lodge claims with the insurance company and ensure all claims are closed and

recovered on time.

- Weekly reports and meetings with the Brands. Additional Information

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