

## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

**CREATED: 01.2021**

**UPDATED: 08.2024**

**VERSION HISTORY: 3**

<b>Position:</b> Trade & Pricing Representative	<b>Company:</b> Aegean Container Agency
<b>Department:</b> Commercial	<b>Report to:</b> Commercial Manager
<b>Position Holder:</b> Maria Giannarakou	<b>Location:</b> Piraeus
<b>Replaced by:</b> Senior Trade & Pricing Representative	<b>Function:</b> Trade & Pricing
<b>Manager/Individual Contributor:</b> Ind. Contributor	<b>Budget Responsibility:</b> No

### Purpose of the Position:

Responsible for daily handling commercial requests between Aegean Container Agency and Line. Support of Commercial Manager. Preparing related reports in order to reach the objectives of the Line in accordance with the predetermined Trade & Pricing and sales guidelines of Aegean Container Agency. Building cooperation with Truckers and provide haulage rates to agencies and YM when required.

### Key Accountabilities:

- Communicate and negotiate with YML Line Trade Department regarding freights and freight related issues
- Inspect / Filter / Evaluate / Re-propose and send sales requests to Yang Ming Line
- Prepare monthly statistics / market versus Line statistics and report to the monthly sales meeting
- Prepare any kind of reports for YML Line
- Maintain pricing report for Aegean Container Team
- Maintain/Update pricing reports (Tariffs) for negotiations of Yang Ming Sales Requests
- Input freights to all the systems serving the lines and gather respective approvals
- Input pricelists to all the local systems
- Send offers to Aegean's clients for Sales & Marketing's Portfolio
- Support Commercial Manager in all activities related to pricing by gathering information from sales team and line H/Q evaluate and present
- Gather information about clients /markets from Sales & Marketing or/and sales team regarding pricing and all related issues and after evaluating with Commercial Manager send the related information to line H/Q for them to prepare the respective tariff's
- Provide trucking rates to YML agents and Aegean sales team according to instructions & Aegean commercial policies
- Offer trucking and local cost for tenders, local or global
- Follow up nominations and input gained ones inside the local system

- Quoting YM Piraeus Agency local costs to YM Line HQ or YM Agents
- Filter uncollected /rejected costs and negotiate with Line regarding discounts and waivers
- Distribute info from Headquarters to Agency and vice versa related to pricing and operation after evaluating same with sales manager
- Input OOG cargo date in Lines system
- Be the liaison with the documentation department where there are discrepancies between offers and manifests
- Be informed daily in case of lack of equipment or space
- Prepare Sales Projects if/when assigned by Commercial Manager related to YM HQ/MROC requirements
- Prepare statistics upon request
- Follow Salesman offers (Orion & ILIS) and evaluate the efficiency according to the initially requested price
- Support colleagues during busy times or leaves

#### **Additional tasks:**

- Follow up and /or deliver projects set by Commercial Manager
- Attend biweekly meetings with Commercial Department

#### **General Responsibilities:**

*Responsibilities that apply to everyone who works at Arkas Hellas Group*

- Follow general company's policies.
- Respect colleagues and embrace diversity.
- Be consistent with company's values.
- Put customer in the center of all daily activities.
- Support and quickly adapt any innovations and changes within company

#### **Knowledge and Competencies:**

*Qualifications that are necessary for someone to fill the position*

- University graduate ideally in Shipping
- 2 years of relevant experience
- Very good command of English (both verbal and written)
- Very good PC skills (specially in excel)
- Ability to work under pressure
- Very good communications skills
- Familiarity with reporting tool

<b>APPROVALS</b>
<b>POSITION HOLDER: MARIA GIANNARAKOU</b>
<b>M.D. People, communications and shared Services: WANDA COSTOPOULOS</b>
<b>MANAGER (of the position): THEOFILOS PANAGOPOULOS</b>