

## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

**CREATED: 08.2022**

**UPDATED: 10.2024**

**VERSION HISTORY: 3**

**Position:** Export Documentation Representative

**Company:** Arkas Hellas

**Department:** Documentation

**Report to:** Documentation Manager

**Position Holder:** Sofia Ntakoula

**Location:** Piraeus

**Replaced by:** Export Documentation Representative

**Function:** Export

**Manager/Individual Contributor:** Ind. Contributor

**Budget Responsibility:** No

### Purpose of the Position:

Follow all necessary procedures and deadlines for loading process of the vessels both for GRPIR and GRSKG ports, based on principals' instructions and local authorities' policy in order to provide excellent customer experience. Work sufficiently with agents, partners, other depts. and local authorities. Follow export process steps/manual and instructions from the manager.

### Key Accountabilities:

- Discuss with Documentation Coordinator daily and weekly tasks
- Follow up main liner and feeder operator's services/schedules/ coastal schedules
- Ensure completion of the vessel check list and closure of export procedures in the system
- Collect and control shipping instructions for bookings received from customer loyalty
- Collect documents from various sources (customer loyalty, transshipment, other line agents)
- Prepare all necessary docs for special cargo (IMO, Reefer, OOG) and send to t/s or Terminal if vessel's operated by Arkas
- Create of B/L via Line system according to Line's regulations
- Prepare the bill of ladings (Originals or Sea waybill) and B/L's for Line's Empty units
- Prepare and check relevant charges of the shipments and send them at Accounting dept for issuing invoices
- Collect VGM info, from various sources (shipping instructions, PCT, system) and insert to relative system
- Ensure bl amendments in accordance with shipping instructions, POD & line's rules & follow up correspondence with clients until B/L confirmation
- Prepare all documents for the terminal and CFC & Transshipment team (loading lists, reefer & IMO manifests) both for GRPIR & GRSKG
- Prepare and declare the export manifest after vessel's departure to customs and port authorities both for GRPIR & GRSKG
- Prepare and send manifests to the next ports of discharge
- Update Status B/L'S for GRPIR and GRSKG ports

- Collect and send IMO docs of Hapag Lloyd to the port authorities
- Prepare and send cargo Analysis for GRSKG port to Accounting dept. and terminal
- Make correction to manifests and telex release
- Filing in local system

#### **Additional tasks:**

- Follow up COD cases and update system accordingly
- Train new colleagues, if needed
- Replace and support other team members during holidays/absence

#### **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*

- Minimum 1 year of experience in relevant function preferably in a shipping agency
- Education: University Degree
- Computer literacy at very good level
- Very good knowledge of English (verbal/written)
- Attention to detail
- Ability to prioritize and follow up
- Ability to communicate with team and cross-functionally

#### **APPROVALS**

**POSITION HOLDER: SOFIA NTAKOULA**

**M.D. People, communications and shared Services: WANDA COSTOPOULOS**

**MANAGER (of the position): ILIANA GIANNAKOPOULOU**