



POSITION CARD

DOCUMENT HISTORY _ VERSION

CREATED: 08.2022

UPDATED: 08.2024

VERSION HISTORY: 3

Position: CFC & Transshipment Representative	Company: Arkas Hellas
Department: Documentation	Report to: Documentation Manager
Position Holder: Charalampos Douvos	Location: Piraeus
Replaced by: Senior Export Representative	Function: CFC/Transshipment/Feedering
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position:
Follow up all necessary procedures for smooth operation of Vessel and declaration of loading - based on deadlines and regulations of local authorities, destination ports & HQs. Work sufficiently with agents, partners, other depts. and local authorities. Follow t/s process steps/manual and instructions from the manager.

Key Accountabilities:
<ul style="list-style-type: none">Follow main liners and Feeder Operator's services & Coastal Schedules- update system accordingly if neededCo-ordinate procedure of transit units & update system with connecting vesselsCheck allocation, connection feasibility & last updated routingsSend booking forecast to principals – adjust loading, if necessary, based on their instructionsCheck and collect list of Local loading by Customer Loyalty department and YML Empty Loading by HQ after Equipment Control has inserted same in systemSend loading forecast (edi/tbu/cbf) to Vessel Operator or HQ if YML Operated VSLPrepare all necessary docs for special cargo (IMO, Reefer, OOG) and send to Vessel Operator or PCT and Operation department if YML Operated VSL- including partners' special cargoSend final list (along with local loading and Line's Empty units) to Vessel Operator or terminal (along with partners' volume) if YML Operated VSLENS/AMS procedures – Customs DeclarationSend volume of loading to Operation Department – Cargo AnalysisHandle special cases (overbooked, phase out, port omission) and update accordingly files and systemInform relevant parties (POL/POD/HQ) of pre – loading listCheck Departure Report, Coarri, inform relevant parties and update/finalize Vessel in systemCheck idle stock report to make sure no transit units remain unassigned and forward idle report to HQ for their checking and information as wellDaily communication with agents regarding their queries of shipment status



Additional tasks:

- Arrange transfer of units from PCT to PPA when Vessel calls PPA and inform Operation department accordingly
- Follow up COD cases and update system accordingly
- Operate EXS procedure for more than 15 days stacking TS units
- Send Cargo Manifest for specific Ports of Discharge to Feeder Operator when necessary
- 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 2 years 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: CHARALAMPOS DOUVOS

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

MANAGER (of the position): ILIANA GIANNAKOPOULOU