

## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

**CREATED: 08.2022**

**UPDATED: 08.2024**

**VERSION HISTORY: 3**

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|---|---|
| <b>Position:</b> CFC & Transshipment Representative     | <b>Company:</b> Arkas Hellas              |
| <b>Department:</b> Documentation                        | <b>Report to:</b> Documentation Manager   |
| <b>Position Holder:</b> Charalampos Douvos              | <b>Location:</b> Piraeus                  |
| <b>Replaced by:</b> Senior Export Representative        | <b>Function:</b> CFC/Transshipment/Feeder |
| <b>Manager/Individual Contributor:</b> Ind. Contributor | <b>Budget Responsibility:</b> 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:

- Follow main liners and Feeder Operator's services & Coastal Schedules- update system accordingly if needed
- Co-ordinate procedure of transit units & update system with connecting vessels
- Check allocation, connection feasibility & last updated routings
- Send booking forecast to principals – adjust loading, if necessary, based on their instructions
- Check and collect list of Local loading by Customer Loyalty department and YML Empty Loading by HQ after Equipment Control has inserted same in system
- Send loading forecast (edi/tbu/cbf) to Vessel Operator or HQ if YML Operated VSL
- Prepare 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 cargo
- Send final list (along with local loading and Line's Empty units) to Vessel Operator or terminal (along with partners' volume) if YML Operated VSL
- ENS/AMS procedures – Customs Declaration
- Send volume of loading to Operation Department – Cargo Analysis
- Handle special cases (overbooked, phase out, port omission) and update accordingly files and system
- Inform relevant parties (POL/POD/HQ) of pre – loading list
- Check Departure Report, Coarri, inform relevant parties and update/finalize Vessel in system
- Check idle stock report to make sure no transit units remain unassigned and forward idle report to HQ for their checking and information as well
- Daily 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**