



POSITION CARD

DOCUMENT HISTORY _ VERSION

CREATED: 08.2021

UPDATED: 08.2024

VERSION HISTORY: 3

Position: CFC-Transshipment Representative	Company: Arkas Hellas
Department: Customer Loyalty	Report to: Customer Loyalty Manager
Position Holder: Christos Tserkovits	Location: Piraeus
Replaced by: CFC-Transshipment 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 a vessel, based on principals' policies, deadlines of local authorities & destination ports. Maintain good relations with agents, partners, other departments, authorities, clients. Take over various projects. Apply instructions given by Coordinator.

Key Accountabilities:

- Follow up main liner and feeder operators' services/schedules/ coastal schedules
- Discuss with Coordinator daily and weekly tasks
- Ensure completion of the vessel check list
- Collect import IMO cargo and ensure their correctness
- Request for Arrival plans for preparation of Import Cargo from Planners/Vessel Operators
- Inform partners for vsl's arrival and their import units
- Gather all partners discharging lists in due time, check for any mistakes and declare it to authorities requested
- PML/EDI checking
- Check departure report for berthing and sailing dates
- Uploading local system with EMES customers discharging and loading lists
- Collect all necessary docs (Imo, reefers etc.) and ensure their correctness
- Send to principals booking forecast & Final as per each line rules (cbf, tbu etc.)
- Retrieve transshipments booking report from relevant systems
- Co-ordinate procedure of transits units & update systems with connecting vessels
- Check allocation, connections feasibility & last updated routings
- Handle special cases (overbooked, phase out, omit)
- Collect special cargoes approvals for each partner (Imo, oog) and inform relevant parties
- Send final lists to terminal, Vessel Operator, Export, Ops & Principals with all special documents
- Send Cargo Manifests to relevant party (when necessary)
- Proceed into systemic renomination in accordance with final TS report for each export B/L
- Cabotage application if needed



- Check Logbook, Departure Report, inform relevant parties
- Prepare statistics and reports on a monthly basis

Additional tasks:

- Train new colleagues, if needed
- Replace & 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: CHRISTOS TSERKOVITS

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

MANAGER (of the position): LENA APOSTOLIDOU