

## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

**CREATED: 02.2020**

**UPDATED: 08.2024**

**VERSION HISTORY: 3**

<b>Position:</b> Documentation Coordinator	<b>Company:</b> Arkas Hellas
<b>Department:</b> Documentation	<b>Report to:</b> Documentation Manager
<b>Position Holder:</b> Olga Apostolidou	<b>Location:</b> Piraeus
<b>Replaced by:</b> Documentation Coordinator	<b>Function:</b> Import & Export
<b>Manager/Individual Contributor:</b> Ind. Contributor	<b>Budget Responsibility:</b> No

### Purpose of the Position:

Follow all necessary procedures for smooth operation of a vessel both for GRPIR & GRSKG port, based on principals' policies, deadlines of local authorities and destination ports. Maintain good relations with agents, partners, other departments, authorities, clients. Take over various projects and be responsible for their deadlines. Propose the best possible solutions when required and implement new ideas. Apply instructions provided by manager.

### Key Accountabilities:

- Discuss with Documentation Manager daily and weekly tasks
- Collect and control shipping instructions for bookings received from customer loyalty
- Collect documents from various sources (customer loyalty, transshipment, other line agents)
- Create of B/L via Line system according to Line's regulations
- Prepare the bill of lading (Originals or Sea waybill) and B/L's for Line's Empty units
- 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
- Update records with Line's Regulations
- Follow main liners and Feeder Operator's services & Coastal Schedules- update system accordingly if needed
- Ensure completion of the vessel check list
- Prepare all necessary docs for dangerous cargo and send to Vessel Operator or PCT if Arkas Operated VSL- including partners' dangerous cargo
- Request and check Arrival Plan from Vessel Operator or inform other partners for their cargo if Arkas Operated VSL

- Prepare and check relevant charges of the shipments and send them at Accounting dept for issuing invoices
- Request manifests from POLs if needed
- Send final discharging list to Vessel Operator or PCT (along with partners' volume) if Arkas Operated VSL
- Prepare and send cargo Analysis for both GRPIR and GRSKG port to Ops dept, Accounting dept and terminal
- Prepare cargo manifest into system (commodities, customers etc.)
- Freight Checking of the manifests via local system, along with offers already filed from Commercial team
- Dispatch Import & Export Manifest to custom and port authorities (PCT/PPA/THPA)
- Collect and send IMO docs of Hapag Lloyd to the port authorities

#### **Additional tasks:**

- Be the chain of communication between the manager and the team for problem solving
- Responsible for following the daily tasks of the rest of the department and providing feedback to manager
- Evaluate with manager on any new principals' instructions and guidelines to further guide the team
- Prepare statistics and reports if required
- Support Manager with tasks provided (web services, department projects, etc.)
- Cooperate and discuss with the manager daily & weekly tasks
- Ensure completion of the check list handled by the Representatives as well as relative procedures in systems
- Deal with daily issues with HQ Department's and Agents
- Update records with Line's Regulations
- 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 4 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: OLGA APOSTOLIDOU**

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

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