

POSITION CARD

DOCUMENT HISTORY_ VERSION 1

CREATED: 02.2020

UPDATED: 08.2024

VERSION HISTORY: 3

Position: Documentation Coordinator

Company: Arkas Hellas

Department: Documentation

Report to: Documentation Manager

Position Holder: Dimitra Michalaki

Location: Piraeus

Replaced by: Documentation Coordinator

Function: Import & Export

Manager/Individual Contributor: Ind. Contributor

Budget Responsibility: 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
- Follow main liners and Feeder Operator's services & Coastal Schedules- update system accordingly if needed
- Prepare all necessary docs for dangerous cargo and send to Vessel Operator or PCT if YML Operated VSL- including partners' dangerous cargo
- Request and check Arrival Plan from Vessel Operator or inform other partners for their cargo if YML Operated VSL
- Request manifests from POLs if needed
- Send final discharging and loading lists to Vessel Operator or PCT (along with partners' volume) if YML 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
- Prepare and check relevant local charges of the shipments
- Prepare and send Pre-Invoice list to Accounting Dept.
- Dispatch Import & Export Manifest to custom and port authorities (PCT/PPA/THPA)
- AMS/ENS /MRN procedures – Customs Declaration
- Customer's notification for cargo arrival – Arrival notices
- Prepare all necessary docs for special cargo (Reefer, SYKE) and send to PCT

- Check Departure Report and update Vessel's dates in system
- Check 3rd Place Payment shipments, send them to Accounting Dept. for invoicing and update system after payment settled
- Follow up COD cases and update system accordingly
- Handle special cases (overbooked, phase out, port omission) and update accordingly files and 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

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 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: DIMITRA MICHALAKI

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

MANAGER (of the position): ILIANA GIANNAKOPOULOU