

POSITION CARD

DOCUMENT HISTORY_ VERSION 1

CREATED: 08.2022

UPDATED: 08.2024

VERSION HISTORY: 3

Position: Export Documentation Representative	Company: Arkas Hellas
Department: Documentation	Report to: Documentation Manager
Position Holder: Evdokia Bei	Location: Piraeus
Replaced by: Senior Export Documentation Representative	Function: Export
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position:

Follow all necessary procedures and deadlines for loading process of the vessels both for GRPIR and GRSKG ports, based on principals' instructions and local authorities' policy in order to provide excellent customer experience. Work sufficiently with agents, partners, other depts. and local authorities. Follow export process steps/manual and instructions from the manager.

Key Accountabilities:

- Discuss with Documentation Coordinator daily and weekly tasks
- Follow up main liner and feeder operator's services/schedules/ coastal schedules
- Update records with Line's Regulations
- Collect and control shipping instructions for bookings received from customer loyalty
- Collect documents from various sources (customer loyalty, transshipment, other line agents)
- Prepare all necessary docs for special cargo (IMO, Reefer, OOG) and send to t/s or Terminal if vessel's operated by YML
- Create of B/L via Line system according to Line's regulations
- Check Departure Report and update Vessel's dates in system
- Prepare the bill of lading (Originals or Sea waybill) and B/L's for Line's Empty units.
- Prepare and check relevant charges of the shipments and send them at Accounting dept for issuing invoices
- Prepare of cargo and freight manifests and send them at Accounting dept
- Check line's system for freight errors
- Ensure B/L amendments in accordance with shipping instructions, POD & line's rules & follow up correspondence with clients until bl confirmation
- Prepare all documents for the terminal and CFC & Transshipment team (loading lists, reefer & IMO manifests) both for GRPIR & GRSKG
- Make corrections to manifests if needed
- Data entry of ENS/AMS

- Update Status B/L's for GRPIR and GRSKG ports
- Prepare and declare the export manifest after vessel's departure to customs and port authorities both for GRPIR & GRSKG
- Prepare and send manifests to the next ports of discharge
- Prepare and send cargo Analysis for GRSKG port to Accounting dept. and terminal
- Send B/L's for non-EU destinations to OPS dept.

Additional tasks:

- Coordinate and manifest amendments for 3rd place issuance of switch and strait B/L's
- Follow up COD cases and update system accordingly
- 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 1 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: EVDOKIA BEI

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

MANAGER (of the position): ILIANA GIANNAKOPOULOU