

POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 03.2023

UPDATED: 08.2024

VERSION HISTORY: 2

Position: Import Documentation Representative	Company: Arkas Hellas
Department: Documentation	Report to: Documentation Manager
Position Holder: Anastasia Anagnostopoulou	Location: Piraeus
Replaced by: Documentation Coordinator	Function: Import
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position:

Follow all necessary procedures and deadlines for discharging 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 import process steps/manual and instructions from the manager.

Key Accountabilities:

- Discuss with Documentation Coordinator daily and weekly tasks
- 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 Manifest to custom and port authorities (PCT/PPA/THPA)
- ENS/MRN procedures – Customs Declaration
- Collect and send IMO docs of Hapag Lloyd to the port authorities

- 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
- Request of various MA's and follow their verifications

Additional tasks:

- 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 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: ANASTASIA ANAGNOSTOPOULOU

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

MANAGER (of the position): ILIANA GIANNAKOPOULOU