



# POSITION CARD

## DOCUMENT HISTORY \_ VERSION

CREATED: 08.2021

UPDATED: 08.2024

VERSION HISTORY: 3

<b>Position:</b> Senior Export Documentation Representative	<b>Company:</b> Arkas Hellas
<b>Department:</b> Documentation	<b>Report to:</b> Documentation Manager
<b>Position Holder:</b> Stelios Plaitis	<b>Location:</b> Piraeus
<b>Replaced by:</b> Export Documentation Representative	<b>Function:</b> Export
<b>Manager/Individual Contributor:</b> Ind. Contributor	<b>Budget Responsibility:</b> 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:

- 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
- Prepare local loading list and send to t/s/ fendering for PIR and SKG
- Create B/L via Line system according to Line's regulations
- Check Departure Report and update Vessel's dates in system
- Prepare the bill of ladings (Originals or Sea waybill) and B/L's for Line's Empty units
- Ensure B/L amendments in accordance with shipping instructions, POD & line's rules & follow up correspondence with clients until bl confirmation
- Prepare and check relevant charges of the shipments and send them at the Accounting dept for issuing invoices
- Prepare cargo and freight manifests and send them at Accounting dept
- Check line's system for freight errors
- Send Manifests (CIS) to the next ports of discharge
- Make corrections to manifests if needed
- Data entry of ENS/AMS
- Update status B/L's for GRPIR and GRSKG ports



- Send export manifests at PCT/PPA/OLTH
- 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 3<sup>rd</sup> place issuance of switch and strait B/L's
- Follow up COD cases and update system accordingly
- Prepare statistics and reports, if requested
- Train new colleagues, if needed
- Replace Documentation Coordinator during holidays/absence and follow the daily tasks of the rest of the department and provide feedback to manager
- Replace and support CFC & Transshipment Representative during holidays/absence
- 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: STELIOS PLAITS**

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

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