

## DWS-Operator Data Entry Officer

<b>Job Title</b>	DWS-Operator Data Entry Officer		
<b>Division</b>	Operations		
<b>Department</b>	Operations		
<b>Section</b>	Operations		
<b>Location</b>	IBU-UAE	<b>Direct Reports</b>	
<b>Reports To</b>	Supervisor-HGL	<b>Version Number</b>	1
<b>External Relations</b>	Customers	<b>Guide Number</b>	
<b>Internal Relations</b>	Operations, Sales & Finance	<b>Job Code</b>	

### Basic Function

## KEY Responsibilities

### Core

- Perform daily data recording in the system and keep the data backup in the folder for billing
- To ensure that machines are operated effectively and efficiently within set parameters in order to generate correct weight for billing
- Maintain records of any variation in the weight in separate file and provide the same to Finance on timely basis
- To ensure completeness of data provided in terms of correct weight, AWBs, Customer Code, Type of Shipment, MPS reweight with Master AWBs
- To accomplish any other task given by Finance to compile the data in Excel based on AWBs movement
- Focal Point responsible for operating the DWS.
- Works along with finance department for all revenue exceptions queries/data.

### EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

Competencies - Professional and Technical	
Behavioral Competencie	
Initiative	Level 3
Resource Management	Level 2
Teamwork	Level 2
Technical Competencie	
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
<p>Beginner</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>Diploma (Preferred specialization in their field of work) at least One (1) year of relevant work experience, 1 year of which should be in Level-03 capacity, preferably in the same industry.</p> <p style="text-align: center;">or</p> <p>High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 1 year has been in Level-03 position</p> <p style="text-align: center;">or</p> <p>High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-02 position</p> <p><i>*Note: Industry Experience wherever its applicable</i></p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>