

## Export Executive - Freight Operations Processing

Job Title	Export Executive		
Division	SMSA Freight Division		
Department	Freight Operations Department		
Section	Freight Operations Processing		
Location	Kingdom wide	Direct Reports	
Reports To	Regional Supervisor	Version Number	1
External Relations		Guide Number	7171
Internal Relations		Job Code	

### Basic Function

To provide exclusive service to all Customer/ Cargo Agents pertaining to GSA Airlines in KSA. In order to take care the requirements of these airlines the position of export executive is created. The overall responsibility of the staff is to monitor booking, execution of AWB and dispatch of shipment under the documentation and emails to the necessary heads of the airlines and handling agent. It is his responsibility to maintain the AWB stock and its distribution. Further the collection process has to be monitored periodically from the customers/ cargo agent.

### KEY Responsibilities

#### Core

- Supervise the execution of bookings and issuance of AWB by the export coordinator.
- Address all issues pertaining to airlines and customers/ cargo agents.
- Have control of AWB stock received from Airlines
- Distribution of AWB stock to the Cargo Agents
- Supervise the invoice generation by the export coordinator
- Follow up payment from the customer/ cargo agent
- Communicate with airlines/ handling agent at the airport
- Supervise circulation of rate sheet to the customers/ cargo agents received from the airlines

#### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Coordinate and participate in the paper and other recycling programs

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.

- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencies

Adaptability	Level 3
Communication	Level 3
Continuous Learning	Level 3
Teamwork	Level 3

### Technical Competencies

Dangerous Goods Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

### Competencies – EHS

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

### Organizational Competencies

Beginner

*\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

### Decision Making

### Key Performance Indicators (KPIs)

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

### Qualification : Education and Experience

- Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.  
or
  - Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position
  - or
    - Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

*\*Note: Industry Experience wherever its applicable*

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:

<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>