

Imports Executive - Freight Operations Processing

Job Title	Imports Executive		
Division	SMSA Freight Division		
Department	Freight Operations Department		
Section	Freight Operations Processing		
Location	Head Office	Direct Reports	
Reports To	Regional Supervisor - Operations SFD	Version Number	1
External Relations		Guide Number	7172
Internal Relations		Job Code	

Basic Function

To effectively and efficiently comply on the freight services requirements in order to reach customer satisfaction and ensure timely delivery of shipment. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Coordinates import custom clearance
- Prepares shipments handling
- Invoicing and Costing
- Arranging Payment to Vendors
- Updating timely status report to the Clients
- Timely generation of customer proforma invoice for cash customer upon receipt original/copy shipping documents
- Timely generation of customer Invoice upon releasing shipping documents/Delivery Order
- Timely delivery of invoice to customer from invoice date
- Signed proof of release of shipping document / document transmittal to be maintained after releasing shipping documents to Consignee/Broker

EHS

- Participates in the emergency response plan development and in conducting emergency drills
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits/Inspection. Take a major role in incident reporting and investigation
- Coordinate and participate in the departmental EHS system activities including hazard identification ,safety awareness and procedures implementation

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 Competencie	
Adaptability	Level 2
Communication	Level 3
Creative Thinking	Level 2
Teamwork	Level 3
Technical Competencie	
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	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 Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.</p> <p style="text-align: center;">or</p> <p>Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</p> <p style="text-align: center;">or</p> <p>Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</p> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Updated by:	Date:	Approved by:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Name:

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.

Signature:	Date: