

Freight Manager			
Job Title	Freight Manager		
Division	Freight		
Department	Freight		
Section	Freight		
Location	IBU-Egypt	Direct Reports	Coordinators / Freight Account M
Reports To	Country Manager	Version Number	1
External Relations	Customers/Suppliers	Guide Number	
Internal Relations	Supported Dept (FIN-CS-OPS)	Job Code	

Basic Function

To ensure overall growth of the SFD business through quality service at competitive costs

KEY Responsibilities

Core

- Achieve Monthly/ Annual SFD revenue target.
- Achieve the minimum overall margin as set on the annual budget “Aligned with the budget”
- Annual budget/target preparation.
- Comprehensive business involvement of SFD including Operational and Sales Management.
- Formulating long and short-term Business/Quality, plans, and Budgets.
- Ensuring successful Implementation of the plans.
- Negotiate and acquire long-term contracts if needed.
- Formulate policies to achieve objectives ensuring higher customer satisfaction compliant with company policies.
- Maintain continuous contact with international partners and ensure their requirements are met.
- Develop and increase corporate customer base.
- Employee Satisfaction Survey
- Delivery Commitment
- Quotation vs. actual shipments ratio reports
- Staff Training “all including sales members”
- Staff coaching and development

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 Competence	
Change Leadership	Level 4
Communication	Level 4
Conflict Management	Level 5
Creative Thinking	Level 4
Decision Making	Level 4
Initiative	Level 4
Networking/Relationship building	Level 5
Planning & Organizing	Level 4
Risk Management	Level 4
Stress Management	Level 4
Team Leadership	Level 5
Teamwork	Level 4

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

Decision Making
<p>Budget/Target setting</p> <p>Approve quotations & profit margins</p> <p>Review shipments files and system registration and ensure completion</p> <p>Monitor invoicing and payment process</p> <p>Selection of suppliers/vendors</p> <p>Evaluation of suppliers/vendors</p>

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

Qualification : Education and Experience
<p>Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.),. At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</p> <p style="text-align: center;">or</p>

Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

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: