

Sorter			
Job Title	Sorter		
Division	Operations		
Department	Operations		
Section	Operations		
Location	IBU-Egypt	Direct Reports	Handler Station,
Reports To	Supervisor HUB	Version Number	1
External Relations	None	Guide Number	
Internal Relations	Operations	Job Code	

Basic Function

Generating reports, Sorting, collecting data, and all other administrative duties within HUB. Fully understand, Areas, SMSA locations covering and promote vision, culture and values.

KEY Responsibilities

Core

- Sort, scan, and manifest shipments for their destination.
- Scan HUB inbound package scan when receiving shipment.
- Perform late receive scan for all late arriving shipments.
- Enter information in system.
- Perform Delivery Exception Scan for the shipments in HUB.
- Perform a tally between HUB inbound package scan vs. packages in HUB outbound.
- Confer with other shifts' operation agents to check for missing scans and missing shipments.
- Complete consolidated report for all international shipments.
- Update Proof of delivery records on daily basis and liaison with customer services for obtaining Proof of delivery copies.
- Handling assigned shipments and reweight the physical shipments.
- Will be measured for miss picks up, destination failure, lost shipments, control damages
- Related Reports submission compliance

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	
Conflict Management	Level 3
Influence	Level 3
Stress Management	Level 2
Team Leadership	Level 3
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
High / Middle School Certificate or Technical Courses, must have appropriate certification in their respective field or 1 year experience in their field .

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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Employee Name:
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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:
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