

Handler - Gateway Operations Processing

Job Title	Handler		
Division	Transportation Operations Division		
Department	Gateway and Clearance Department		
Section	Gateway Operations Processing		
Location		Direct Reports	
Reports To	Assistant Clearance Agent-Customs Operations Processing	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

Basic Function

Loading, offloading, sorting shipments at clearance points. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Offload shipment from the inbound vehicle at the clearance point.
- Sort shipment by pieces and Airway bill number.
- Open cartons in front of customs officials.
- Loading all cleared shipments into SMSA vehicles
- Transport the confiscated shipments to the allocated storage place.
- Ensure accurate scanning and segregation for shipments by SMSA core system and sending the report to clearance specialist.
- Inform assistant clearance agent if any shipment is damaged upon receipt from airlines or ground handling agent.
- Prepare align and wrapping.
- Other task/job and other responsibilities requested by manager on a time-to-time basis.
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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	
Adaptability	Level 1
Communication	Level 1
Teamwork	Level 1
Technical Competencie	
Language Proficiency knowledge (Arabic)	Beginner
Language Proficiency knowledge (English)	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
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

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 experiance in their field .

Date Of Release

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

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