

## Handler - Hub Operations Processing

Job Title	Handler		
Division	Transportation Operations Division		
Department	Hub and Linehaul Department		
Section	Hub Operations Processing		
Location		Direct Reports	
Reports To	Operations Supervisor- Stations Operations	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

### Basic Function

Perform physically demanding tasks such as lifting, carrying, wrapping, and operating basic hand tools.

### KEY Responsibilities

#### Core

- Scan shipment.
- Load and unload shipments, materials, and equipment.
- Handling shipments with additional care to prevent damage / mishandling.
- Clean and prepare operations by removing debris and hazardous materials.
- Supporting the completion of operations and maintaining a safe and efficient work environment.
- Checking of all trash/ garbage being taken out of the warehouse to ensure no shipments are asserts contains to prevent shipment loss.
- Operate basic machinery, such as forklifts, and pallet jacks as needed and if certified.
- Wear appropriate personal protective equipment at all times.
- Collaborate with team members and follow instructions from supervisors
- Support the overall task goals and timelines

#### 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 Competencies

Initiative	Level 2
Teamwork	Level 3

### Technical Competencies

Language Proficiency knowledge (English)	Beginner
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application,	Beginner

### 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

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

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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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