Handler - Gateway Operations Processing

Job Title	Handler
Division	Transportation Operations Division
Department	Gateway and Clearance Department
Section	Gateway Operations Processing

Location	Gateway/Station/Deferred/LMX	**Direct Reports**	None
Reports To	Supervisor	**Version Number**	1
External Relations		**Guide Number**	7306
Internal Relations	Couriers	**Job Code**	

Basic Function

Loading, offloading, sorting, scanning, packaging, loading, handling, and assisting in various activities within the assigned operational area. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Provide logistics support by receiving shipment from drivers, offload shipment, and place on ground.
- Wise sorting of the shipment.
- Place shipment on separate palates at Hub
- Move palates onto the assigned space of different locations within / stations.
- Load the shipments on SMSA truck for the respective areas, station, locations.
- Receive scan of shipment with priority / deferred courier employee number.
- Arrange all Airway bill with respect to locations.
- Prepare E-manifest per city/station for all respective Airway bills.
- Complete RFS Shipment forward scan with the city-wise scanner.
- Send outgoing shipment to the respective destination of delivery (station/city).
- Ensure no shipment remains left on the ground.
- Download tracker information on computer.
- Lost, damage ,incomplete shipments

EHS

- Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation

- Participate in the paper and other recycling programs

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

Initiative	Level 2
Teamwork	Level 3

Technical Competencie

Language Proficiency knowledge (Arabic)	Beginner
Language Proficiency knowledge (English)	Beginner
Package Handling Knowledge	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

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 experiance in their field .

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: