

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	Operations Clerk	<b>Direct Reports:</b>	Nil
<b>Reports to:</b>	Operations Supervisor	<b>Internal Contacts:</b>	All Employees
<b>Department:</b>	Seaport Operations	<b>External Contacts:</b>	Port Users
<b>Classification</b>	Grade 15	<b>Revised</b>	May 23, 2024

### JOB SUMMARY:

The job holder undertakes the receipt, storage and delivery of containerized, breakbulk and other categories of cargo

### DUTIES AND RESPONSIBILITIES

#### Transit Shed

- Assists with the timely opening and closure of the warehouse
- Conducts a safety check of the warehouse prior to the commencement of operations
- Undertakes a comprehensive check of the facility prior to closure to ensure no one is locked in
- Coordinates the daily duties of shed personnel and ensures that the requisite equipment is available as needed.
- Examines the Goods Interchange Receipt (GIR) to verify that it coincides with the goods that physically exit the shed.
- Reports all incidents, accidents, damage or mishandling of cargo, missing cargo and damage to the physical structure of the shed to the Operations Supervisor
- Oversee the destuffing of containers and warehousing of breakbulk cargo in the absence of the Supervisor including timing of fortnightly Operators and Stevedores
- Ensures that tallies are reconciled and signed by SLASPA and the Agent
- Retrieves cargo for Customs examination purposes
- Ensures marking-off of completed deliveries and accurate filing
- Assists with the compilation of shed statistics on a daily basis

#### Container Operations

- Completes data entry for electrical charges, Hauliers notes, discharge and load reports for vessel operations
- Prepares Equipment interchange receipts (EIR) for container deliveries
- Ensures that files are up-to-date as per deliveries against tallies
- Ensures container vessel data is input into UNITRACK on completion of the vessel operation on a daily basis
- Manages container deliveries in the container yard
- Instructs Equipment Operators in placement of containers to be delivered and received
- Liaises with the Electricians on the plugging and unplugging of containers
- Receives and processes on the return of containers in the Gate Operations System and UNITRACK

- Tallies all containers discharged and loaded during vessel operations and instructs Operators on storage location
- Records productivity data during vessel operation
- Conducts physical searches for export containers
- Liaises with the Port Police department on traffic management

#### **Ferry Terminal**

- Tallies all open storage cargo for effective delivery to consignees.
- Destuffs containers with open storage cargo
- Rummages all imported vehicles in collaboration with Port Police
- Delivers all open storage cargo on presentation of all completed documentation
- Identifies suitable storage locations for all open storage cargo

#### **Oversight of Goods Handling**

- Oversees the work of Operations Clerks (OC) in complying with instructions for tallying, storing and delivering of goods
- Liaises with agents to survey Bad Order Goods and ensure they are handled in accordance to established procedures
- Ensures that files are up-to-date as per deliveries against tallies

#### **Auction Sales**

- Ensures goods marked for Auction Sale are stored separately.
- Ensures Auction Sale Lists are prepared every two (2) months.

#### **Vessel and Port Operations**

- Assists the Supervisor in the planning, organizing and supervising of cargo operations.
- Assists the Supervisor in managing the container yard operations.
- Informs the Duty Operations Supervisor of any discrepancies before, during and after vessel operations

#### **General**

- Maintains effective team work and communication with all support departments to ensure that established standards of operations are achieved.
- Performs any other related duties as assigned by the Supervisor from time to time

#### **QUALIFICATIONS**

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- ✦ Five (5) O' Levels including English and Mathematics (General I and II) plus one (1) years' working experience

#### **FAVORABLE ATTRIBUTES**

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- ✦ Demonstrates a high level of confidentiality, competency and professionalism at all times
- ✦ Excellent interpersonal and communication skills.
- ✦ Knowledge of and proficiency technological innovative tools
- ✦ Problem-solving skills.
- ✦ Excellent time management and organizational skills.
- ✦ Active listening skills and attention to detail.
- ✦ Function within a team environment.
- ✦ Ability to be flexible with work assignments.
- ✦ Ability to use one's initiative and be proactive.

### **SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_