

## **POSITION DESCRIPTION**

PNG Ports Corporation Limited

### **AM7030 - Storage Officer**

**PNG Ports Corporation Limited (PNGPCL)** is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside of Australia and New Zealand.

As a corporation that continues to develop the capacity of its workforce to deliver high-quality service to all stakeholders, PNGPCL is committed to attracting the highest calibre of professionals who can contribute to achieving and elevating the company's vision and mission.

Providing a positive work environment and competitive employee benefits, PNGPCL is inviting exceptional candidates to apply for the following key roles based in Port Moresby:

#### **Storage Officer**

Reporting to the Team Leader Administration, the Storage Officer is responsible for ensuring that cargoes are ready for removal from the port's storage sheds and yards and ensuring payments are done. Will also be responsible for maintaining records of all goods, materials and other items or equipment that are being received, stored, and issued while keeping the storage yard safe and conducive for working and conducting business.

#### **Key Responsibilities:**

- Ensure to obtain the ship's cargo manifest from the shipping agents before the arrival of ships that are expected to call at the port
- Create separate manifest files for each ship and show details such as vessel name, voyage number, time and date of arrival, berthing date/time, cargo competition date/time, sailing date, storage commencements, related invoice numbers and so forth
- Liaise with shipping agents and stevedoring companies to ensure only genuine and valid documents and arrangements are exchanged
- Ensure storage charges are calculated correctly and customer pay before the release of cargo, while for valid credit customers, just record and release calculated storage charges and for follow-up actions for prompt payments
- Sign and release import delivery dockets of all cargoes both overseas/coastal from the ship's cargo manifest
- To compile charges for invoicing purposes by taking the initiative to do the manifests break-up and wharf age summaries
- Complete wharfage summaries for chargeable revenue tomes reported as surplus or short-landed
- Follow-up with authorized customers that have a credit arrangement with PNG Ports Corporation Limited for prompt payments
- Prepare a list of customers that owe PNGPCL storage charges so that they are notified to make payments before the end of each month
- Collect, and raise invoices and receipt after-hours delivery fees for customers taking deliveries and pre-receiving after 1700 hours daily
- Ensure that copies of delivery dockets for cargoes on storage are kept in a secure place to avoid tampering
- Above all to attend to work on time, attend to after-hour deliveries, and week-end duty calls and be sober and maintain a good working relationship with internal customers (PNGPCL staff) and external customers during the discharge of daily duties
- Complete and furnish storage charges reconciliation sheet daily.

#### **Expected Competencies:**

- Certificate in Business Studies or related field
- Minimum of 2 years' experience in a similar role, preferably in the shipping industry

- Good understanding of port operations and service management principles
- Good knowledge of operational health and risk management
- Good communication, interpersonal and customer service skills
- Keen attention to detail.

**This position is open to PNG citizens only.**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and copy of a current police clearance certificate. We encourage applicants to request a full PD from our office to review before applying.

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 14<sup>th</sup> April 2023**

**Only shortlisted applicants will be contacted**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**