

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM7031 - Cargo Management 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 this key role based in Port Moresby:

Cargo Management Officer

Reporting to the Team Leader Administration, the Cargo Management Officer is responsible for overseeing the activities of the Cargo Management Unit (CMU) and ensuring there is effective and accurate processing of cargo for delivery and collating information for data entry into the Management Information System (MIS).

Key Responsibilities:

- Monitor and ensure that all cargo information is pre-tallied, cargo movements post-tallied or real-time, track and trace, identify and correct errors, and reconcile and match cargo events in the MIS
- Ensure reefer container charges and storage charges are calculated correctly for invoicing (including long-stay cargo) and customers pay before the release of documents for delivery of cargo
- Ensure manual gate passes are issued for cargo that cannot be processed via MIS
- Balance and reconcile all EFTPOS and cheque payments before passing them on to the Port Finance Officer for banking
- Ensure client queries relating to storage charges (including waivers) are promptly attended to via all modes of communication
- Ensure proper filing of each vessel's manifests and also for delivery dockets and gate passes for easy access for audit purposes
- Ensure daily storage release reports are extracted/exported from the MIS and disseminated for report purposes and can be used for reconciling with gate-out movements
- Do update and reconcile long stay cargo lists to deter pilferage or fraud (i.e. long stay before SPICT)
- Liaise with Billing Team, Planning Team, and Operation Officers/ Clerks for source documents and information
- Any other duties relating to cargo movement as assigned by Team Leaders or the Business Manager.

Expected Competencies:

- Diploma in Commerce, Business Studies or related field
- Minimum 3 years of experience in a similar role
- Good understanding of Technical and Operational Port Operations, Container Terminal Operations, Shipping Logistics and Supply Chain management
- Good understanding of service management principles
- Sound knowledge of relevant laws and regulations of Port Operations
- Excellent understanding of all other PNGPCL internal policies relating to Regulatory Compliance and Finance
- Very good organisational, customer service and interpersonal skills
- Good written and oral communication, evaluative and problem-solving skills
- Good Computer Application skills.

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

Applications close COB Friday 14th 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 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