



CHINA NAVIGATION

Export Documentation Coordinator

**Two thirds of the earth is covered with water...
Makes sense to work for a shipping company...**

- Global organisation
- Based in Sydney CBD, Spring Street
- Salary commensurate with skills and experience

About the role

To manage all aspects of the export documentation process and ensure requirements are met for our customers. The role will be reporting into Export Documentation Supervisor.

Some of the key responsibilities and accountabilities:

- Preparing export bills of lading, manifests and invoices for customers and destination agents with a high attention to detail
- Responding to export documentation telephone and email enquiries in a timely and efficient manner
- Ensuring that documentation is produced in line with customer and trade/tariff requirements
- Liaise with customers regarding outstanding Shipping Instructions
- Verifying manifests against stevedore load reports
- Sending of manifests to Port Authorities
- Monitor Vessel/Voyage Schedules

Skills / experience required:

- Relevant industry qualification an advantage
- Minimum 1 years shipping/freight forwarding experience
- Excellent communication and interpersonal skills
- High level proficiency in IT office applications; specifically MS Excel, MS Word and MS Outlook
- Attention to detail is imperative
- Ability to work in a team environment
- Customer oriented
- High degree of motivation

Culture & benefits:

- Staff initiatives and incentives provided
- Corporate superannuation/pension plan offered
- Company contributes towards corporate medical insurance

About us:

Swire Shipping is the brand name for all liner shipping services operated by The China Navigation Company Pte Ltd (CNCo). We have provided niche, regional, multipurpose shipping services since 1883 when CNCo established liner services in Australasia. We are a leading provider of multi-purpose liner shipping solutions offering comprehensive port to port coverage in Australia and Internationally.

We strive to exceed industry standards in customer service and operational excellence. We recognize that our customers are the heart of our business and strive to work in partnership with our customers to achieve mutual success.

Apply:

If you would like more information about this opportunity or to submit your application, please send your resume and covering letter by close of business by **Friday 26 January 2018** to recruitsst@swirecnco.com.

TEAMWORK | EXCELLENCE | INTEGRITY | HUMILITY | ENDEAVOUR | CONTINUITY