

Import 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

You will be required to manage all aspects of the import documentation process and ensure all customer requirements are met. All Australian regulatory requirements and timeframes to be met, particularly in relation to Australian Customs, Port Authorities, AMSA and the Department of Agriculture and Water Resources. The role will be reporting into Imports Documentation Supervisor.

Some of the key responsibilities and accountabilities:

- Proactively follow up receipt of manifests and Dangerous Goods Certificates from load ports
- Liaise with various load port agents to clarify manifest discrepancies
- Check voyage plans for correct arrival dates/exchange rates
- Review manifested local charges for correctness
- Reconcile/balance vessel manifest against discharge list
- Send port authority EDI file to relevant port

Skills / experience required:

- Australian Import Experience required
- Relevant Industry / Business Degree or TAFE qualification
- 3-5 years shipping experience
- Excellent verbal and written communication skills
- Strong people and presentation skills
- High level proficiency in IT office applications; specifically MS Excel, MS Word and MS Outlook
- Attention to detail is important
- Ability to learn and implement new concepts and procedures quickly and efficiently
- Team Player

Culture & benefits:

- Weekly fruit provided to the office
- Birthday and Christmas gifts
- Corporate Swire superannuation plan
- Company contributes 50% toward the Corporate Health Plan

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 2 March 2018** to recruitsst@swirecnco.com.