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| JOB TITLE : | Operation Manager |
| DEPARTMENT : | Operations |
| REPORTS TO : | Operation and Traffic Manager |
| PURPOSE OF ROLE : | * Assisting supervisor to achieve performance and business targets * Preparing and monitoring daily vessel and barge schedule with jetty and our OFT Masters in order to facilitate smooth operations * Assisting supervisor to maintain vessel schedules to meet the most effective and productive operations in order to minimise possibility of demurrage |
| PRIMARY ACCOUNTABILITIES: | * Operations |
| OTHER RESPONSIBILITIES : |  |
| MINIMUM EXPECTED YEARS OF EXPERIENCE | * At least 5 years in similar industry |
| EXPECTED EDUCATIONAL QUALIFICATIONS | * Degree * Diploma or equivalent experience in the field |
| OTHERS  (SKILL / KNOWLEDGE REQUIRED) | * Proficient in MS Office * Fluent in English both written & spoken * Good communication skills * Team player, welcomes discussions and new ideas |
| SUMMARY OF CORE DUTIES | Operations:   * Provide daily operations instructions to barges and OFTs * Coordinate closely with Client and jetty for shipment schedules * Manage the assignment of barges and OFTs to optimise utilisation and minimise Laytime * Generate Laytime calculations and keep Laytime records for all vessels loaded * Vessels’ approval process in accordance with established procedures * Ensure accurate recording of loading activities from barges and OFTs * Arranging of bunkers to barges and OFT in consultation with Singapore office * Ensure relevant permits and licenses for barges and OFTs are kept up to date * Verifying transhipment figures upon completion of loading and sending the same to Finance for billing |
| SUMMARY OF CORE DUTIES  (continues) | * Reviewing checklists and other documents from OGVs prior to vessels’ arrival * Assisting with other tasks as assigned by supervisor from time to time |

Reviewed and approved by: Acknowledged by:

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Operation and Traffic Manager Operation Manager

Justine Tan

Date: Date: