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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
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| PRIMARY ACCOUNTABILITIES:  | * Operations
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| OTHER RESPONSIBILITIES : |  |
| MINIMUM EXPECTED YEARS OF EXPERIENCE | * At least 5 years in similar industry
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| EXPECTED EDUCATIONAL QUALIFICATIONS | * Degree
* Diploma or equivalent experience in the field
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| OTHERS (SKILL / KNOWLEDGE REQUIRED) | * Proficient in MS Office
* Fluent in English both written & spoken
* Good communication skills
* Team player, welcomes discussions and new ideas
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| 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
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| 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
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Reviewed and approved by: Acknowledged by:

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Operation and Traffic Manager Operation Manager

Justine Tan

Date: Date: