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| JOB TITLE : | Operation Executive |
| DEPARTMENT : | Operations |
| REPORTS TO : | Operation 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 1 year in similar position or * Fresh Graduate willing to learn |
| 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:   * Assist with managing vessel and barging schedules * Monitoring daily loading progress of all vessels * Checking of OFTs’ updates in CSA * Ensure that Statement of Facts are checked and signed daily by Client * Daily updates and communications with jetty, barges and OFTs * Cooperation with vessels’ agents for ETAs and other updates * Checking the supporting documents from OGV prior to vessels’ arrival * Assisting with other operational tasks as assigned by supervisor |

Reviewed and approved by: Acknowledged by:

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Operation Manager Operation Executive

Date: Date: