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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
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| PRIMARY ACCOUNTABILITIES:  | * Operations
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| OTHER RESPONSIBILITIES : |  |
| MINIMUM EXPECTED YEARS OF EXPERIENCE | * At least 1 year in similar position or
* Fresh Graduate willing to learn
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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:* 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
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Reviewed and approved by: Acknowledged by:

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Operation Manager Operation Executive

Date: Date: