



## **Export Documentation**

Hamburg Sud ranks among the major providers of global ocean transportation and employs more than 4000 employees worldwide. Our organisation in Australia has an excellent opportunity for an Export Documentation position based in East Sydney.

### **Responsibilities are varied and involve the following key areas:**

- Manage and send 24-hour ruling or non 24-hours ruling documents
- Manifest finalisation and transmission
- Set vessel / voyage in internal system
- Set exchange rates in internal system
- Co-ordinate with export teammates in Local Business Units
- Receive and respond to client enquiries
- Liaise with client to obtain forwarding instructions without causing any delay in transmissions
- Correspond with overseas branches
- Code and input forwarding instructions into internal system
- Reconciliation of container on-board and container terminal list
- Processing of Manifest Correction
- Prepare / compile sheets for each vessel / voyage / loading port
- Assist and answer enquiries from internal and external customers
- Production of Tax invoices and collection of freight and releasing documents to client.

### **Essential Skills include:**

- Time management skills
- Client service / telephone skills
- Attention to detail
- Team working skills
- Good MS Excel & Word knowledge

**Interested applicants with full work rights in Australia please email resumes to [HR@au.hamburgsud.com](mailto:HR@au.hamburgsud.com).**

**Only shortlisted applicants will be contacted.**