

## Operations Officer – PCC

- Full Time permanent Operations Officer role
- Fun, professional working environment
- Global team- based organization in Port Melbourne, VIC

An excellent opportunity for an enthusiastic individual who is ready to take on a new challenge.

“K” Line (Australia) Pty Ltd, is a member of Kawasaki Kisen Kaisha Limited group of companies which is one of Japan’s (& the world’s) premier shipping companies. In Australia, “K” Line is a market leader that prides itself on offering its customers a total logistics solution.

We are currently seeking for an Operations Officer to work in our Port Melbourne office. If you are ready to step up and embrace a challenging role in our Pure Car Carrier (PCC) department, this position will provide you with the opportunity to be part of a stable industry. “K” Line provides necessary training to the successful candidate. This is an excellent opportunity to join our team of young professionals who are passionate about our success and delivering excellent customer service.

You will be working within a team and reporting to the PCC National Manager. This role is responsible for the management and maintenance of national operations activities for Pure Car Carrier.

Your key accountabilities will include:

### **Damage Prevention**

- Support all damage prevention activity nationally
- Conduct regular quality audits
- Implement training programs for internal and external participants
- Maintain and update National Damage Prevention guidelines
- Coordinate and manage all claims
- Liaise with Statutory Authorities

### **Operations**

- Day to day management of all operational issues
- Vessel stow planning
- Oversee vessel & cargo surveys
- Back up and support Operations team

To be successful in this role, preferably you will need at least 1-2 years previous experience in a similar operations officer role, ideally in the shipping industry. You will need to demonstrate good communication skills, strong interpersonal skills, a strong customer focus and the ability to cope with a high volume of work. Your excellent time management skills will enable you to prioritise tasks and work to tight deadlines. You have an ability to input data accurately into multiple systems, with a high attention to detail. This role also requires you to travel and work evenings and weekends where required.

“K” Line (Australia) Pty Ltd takes pride in maintaining work life balance and is dedicated to providing all staff with ongoing training and development opportunities on promoting staff internally.

We have created a high achieving team and if you want to be part of a great team culture, please send your resume to Jennifer Cubillan at [jenniferc@kawasakiaustralia.com.au](mailto:jenniferc@kawasakiaustralia.com.au)