

## **Port Operations Coordinator**

- Work for an industry leader
- Dynamic team culture
- Career opportunities

166 modern ships, 7.4 million TEU (Twenty-foot Equivalent Unit) transported per year, approx. 13,000 motivated staff at more than 360 locations in 125 countries. **Hapag-Lloyd** is a leading global liner shipping company and a powerful partner for you.

We are currently seeking an experienced **Port Operations Coordinator** within our Operations team. This position is based within our busy Australian head office in Pyrmont, Sydney.

As the **Port Operations Coordinator**, you will be responsible for but not limited to the following duties:

- Act as Focal Point between departments, Terminal Operator, Ship Planning, Authorities and Partner Lines
- Create feeder schedule and maintain all schedules in FIS
- Coordinate the workflow while berthing
- Dispatch booking-forecasts to Partner Lines
- Complete dangerous-goods-lists with final container numbers, stowage positions and forward same to port authorities and vessel
- Compile and submit dangerous-goods-manifest
- Work out cost estimates for special shipments (e.g. out of gauge, stowage, lashing and securing, etc)
- Create work orders for terminal and distribute to subcontractors
- Handle purchase orders in SAP
- Additional tasks as required

Candidates are expected to have:

- Work experience in liner shipping or freight forwarding
- Ability to work in a team and under pressure
- Computer Literate (MS Office)
- Fluent English, both written and verbal

In return, we are offering a competitive remuneration package and ongoing training support.

If you are interested in this fantastic opportunity, please send your resume to the Human Resources Department at [hrau@hlag.com](mailto:hrau@hlag.com).

Application will be treated with strict confidence.

**Closing date for applications is 28<sup>th</sup> February 2019.**

Only short listed candidates will be contacted.