

Job Vacancy



Position: Airfreight Export Controller - Samsung

Direct Report: Branch Manager

Date posted:

Main Purpose:

Processing of shipments for Airfreight Export for client Samsung Electronics.

Key Responsibility Areas:

1. Operational:

- Receive order from Samsung via e-mail.
- WC13 value only: arrange with Value and transport to get consignment collected from Value Logistics and deliver to WNL warehouse.
- Send copy of the order to the warehouse and to the Customs department
- Warehouse will provide packaging details containing weight, dimensions and number of pieces.
- Book shipment with airline.
- Check if goods are XE or XDP.
- Customs department will provide the relevant import documentation.
- WC13 Value only shipments are from Free store and no refund of duty is applied for.
- Pick order from Order Management on CW and register the shipment.
- Cut the MAWB.
- Send copy of the MAWB to Samsung.
- If goods are ex Bond framed entry then it has to be sent to customs.
- If goods are prepared for Refund of Duty, arrange with Customs Department for DA63 and Refund Letter. Manual submission of documents to customs.
- Arrange inspection for the shipments with a Refund of Duty application as they need to be inspected by Customs.
- Inspection to be done by WNL for security reasons.
- Advise warehouse once crates can be closed, strapped and secured.
- After receipt of hardcopy customs release warehouse need advice as to when cargo leave warehouse.
- Cargo to be handed in as close as possible to departure date as storage by Guard Force is high so timing is important.
- All cargo goes to Guard Force.
- Arrange with Risk for an escort to the airport.
- Batch file.
- Check acquittals are received.
- Monitor stock holding of export crates and order crates when necessary.

2. Financial:

- Invoicing after information of GI and IOD done.
- Invoice as per quotation.
- All invoicing must be completed every Friday.
- Check Wips and Accruals.
- Allocate correct charges for Security Company.
- Allocate correct charges for GFIT.
- Allocate correct charges for crates.

3. Customer:

- Arrange for Airfreight Export transport quotations to clients.
- Advise client of GI status every Thursday.

4. Process:

- Send daily updates of pending shipments.
- Daily status report.
- Releases for XE entries to be given to customs department for their records.

5. Quality:

- Check if flights depart as booked and if necessary inform client and agent of new details.
- Check file to be complete and correct before closing thereof.

Knowledge & Experience:

- Matric
- More than 5 years experience in Air Export
- DGR Course

Skills & Attributes:

- Communication skills
- Ability to work under pressure
- Requires little supervision
- Establish strong work relationships
- Attention to detail
- Quality focus
- **Building customer loyalty:** Effectively meeting customer needs and building productive customer relationships.
- **Customer focus:** Developing and sustaining productive customer relationships.
- **Building partnerships:** Identifying opportunities and taking action to build strategic relationships between departments.
- **Building trust:** Interacting with others in a way that gives them confidence.
- **Continuous learning:** Identifying new areas of learning.
- **Quality orientation:** Accurately checking processes and tasks.