

## **JOB OPPORTUNITY**

Arab Fertilizers & Chemicals Industries Company KEMAPCO in Aqaba is looking to fulfill the following vacant position;

**Ref 02/14**

**Export & Logistics Section Head**

### **Required Skills**

- Candidate must have a university degree in Engineering or business administration or finance.
- With a minimum of 7+ years' experience in export related activities, documentation and shipping..
- Candidate must have knowledge of national and international export legislations, customs regulations and any other necessary procedures.
- Candidate must possess good command of English language and Computer skills knowledge, software application of "SAP" is a plus, team player and able to back up others in his team; have proficient communication skills and able to communicate with others locally and abroad.

### **Responsibilities**

Responsibilities and essential job functions include, but are not limited to the following:

- Responsible for following the execution of all export activities including documentation, L/C 's, Insurance, commercial invoicing, booking and shipping related activities, etc, and ensure that all meets with export regulations and procedures.
- Examine various documents including invoices, COO, bills of lading, letters of credit, and shipping statements, and insure to be done accurately for shipments on time.
- Responsible for preparing and following up the shipping plans on monthly basis, and to supervise the booking with the shipping lines for all the monthly orders, in accordance with the company best interest and agreed terms with customers.
- Following up the daily performance of the team and of the shipping lines and the trucking companies, and to supervise the containers movement to be loaded from company to on board of the vessel.
- Supervise the booking for the trucking shipments and follow up the clearing formality with the clearing agent.
- Check the B/L's with the shipping line and all clearance documents
- Preparing reports regarding to the cost of transport on a monthly basis, and following up on the price agreements with the providers for shipping.
- Perform loading closing at the end of the each month.
- To communicate with other sales coordinators for following up.
- Adhere to all ISO Procedures and Work Instructions.
- Conduct regular meetings with staff to assess group's overall status; discuss ideas for improvement and inform staff of new developments.
- Performs other duties as assigned

Only qualified candidates should submit their applications to the following address complete with Resume/CV and a recent photo before March 2<sup>nd</sup>, 2014.

**General Manager**

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**Aqaba 77110, Jordan**

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