	<h1>Inbound Coordinator</h1> <h2>Job Description</h2>		Document Number: JD-OPS-09.20
	Department: Operations	Effective Date: September 29, 2016	Revision No 0

I Reason for Existence

The Inbound Coordinator is generally responsible in Monitoring branches pre- alert and cargo arrival, coordinates with consignee and Customer Service Representative (CSR), schedules cargo delivery and preparing delivery manpower salary.

II Immediate Leader


Senior Operations Manager/ Operations Manager.

III Duties and Responsibilities

1. Monitor cargo arrival by checking branches pre- alerts to ensure that all incoming cargo will be well facilitated and prevent to additional cost such as storage.
2. Scheduling cargo delivery by coordinating with consignee, CSR and dispatcher regarding the availability of the trucks to ensure all on time delivery and prevent customer for additional cost such as storage cost and to meet clients scheduled date.
3. Responsible in preparing and setting POD for billing on time by forwarding to the finance department to ensure on time billing and can collect.
4. Prepare delivery manpower by encoding truck trip logbook in the system to ensure manpower used in the delivery will be compensated on time.
5. Update delivery status to the branches by updating House Waybill from time to time to ensure accurate and on time client update.
6. Perform other task that maybe assigned by management from time to time.

DDC: *Please refer to printed files for signatures of approvers.*

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IV Minimum Qualifications

1. College graduate of any 4 years course any field
2. Minimum of 2 years' experience on the position or with related experience.
3. Good communication and computing skills.

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