	Operations Assistant		Document Number:
	Job Description		JD-OPS-09.25
	Department: Global- Operations	Effective Date: September 29, 2016	Revision No 0

I Reason for Existence


The Operations Assistant is generally responsible to collect and receive shipping documents related to import and export processing, open Job to the system, check shipping details of arrivals for import cargo and departure details for export cargo. Responsible to check cargo delivery to the client's warehouse and place of delivery.

II Duties and Responsibilities

1. Responsible to encode details to Job Order System for job handle be recognized from processing up to billing system for Customs Clearance transaction.
2. Responsible to receive pre-alert for incoming shipment from overseas agents and principals.
3. Responsible to send Arrival Notice to customer-importer.
4. Assist to the Operations Supervisor in manifesting activity thru Bureau of Customs Value-Added-Service-Provider in compliance to E2M system.
5. Assist to the Brokerage Supervisor in computing duties and taxes for importation.
6. Responsible to lodge declaration of import and export entries for Bureau of Customs assessment and approval prior Customs Representative physical processing.
7. Responsible to place truck bookings for import and export delivery including monitoring, making Pre-Advices to shipping lines/carriers for export delivery.
8. Coordinate with the Customer Service Group for planning and any special instruction from the client with regards to handling of import and export cargoes.

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

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9. Assist Customs Representative in making cash advances for payment for Port Charges, Warehousing Charges, Shipping Lines Charges and other payments to be made prior release of shipment.
10. Responsible to check the correctness of the truck billings and submit payment request for approval of the Operations Supervisor or by the Operations Manager.
11. Perform any other function as assigned by his/ her immediate leader.

III Minimum Qualifications

1. Graduate of Customs Administration or Logistics Management course preferably or its equivalent
2. Minimum of one (1) year experience in a position with similar job description
3. Strong oral and written communications skills are required
4. Knowledgeable and proficient in the use of Microsoft office programs specifically excel, word and power point
5. High stress tolerance

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