

	Transport Coordinator Job Description		Document Number: JD-OPS-09.27
	Department: Global – Operations	Effective Date: July 21, 2022	Revision No 0

I Reason for Existence

The Transport Coordinator is responsible for the execution of day-to-day truck activities and monitoring including managing Terminal Appointment Booking System.

II Duties and Responsibilities

1. In-charge in day-to-day operational activities such as dispatching of trucks for import and export transactions, Coordination with Truckers/Alliance.
2. Coordinate trucking request and delivery instruction to Subcon Truckers and Alliance.
3. In-charge in booking in Terminal Appointment Booking System (TABS), an online system which schedules the withdrawal and delivery of containerized cargoes at the international ports of Manila, to ensure proper truck dispatching based on appointment schedule.
4. On-time preparation of cash advance and liquidation for Operational Expenses (Manpower, Control fees, Truck Expenses, etc.) for smooth execution of trips.
5. Assist the Transport Manager in planning and implementation of policies and procedures by recommending improvements to achieve operational efficiency.
6. Ensure that Delivery Receipts and EIR (Equipment Interchange Report) are available within the prescribe KPI for handover to finance for container deposit refund and billing purposes.

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7. Perform any other function as assigned by his/ her immediate leader.

III Minimum Qualifications

1. College Graduate with degree in business management, logistics or related field.
2. Minimum of two (1) year experience in a position with similar job description.
3. Strong oral and written communications and organizational skills are required.
4. Knowledgeable and proficient in the use of Microsoft office programs.
5. Knowledge in Terminal Appointment Booking System (TABS).
6. Strong analytical skills, systematic and detailed oriented.
7. With proven people handling skills.
8. High stress tolerance.

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