	Helper Job Description	**Document Number:** JD-OPS-09.27
	Department: Operations	**Effective Date:** April 17, 2017	**Revision No** 0

I Reason for Existence

The Helper is responsible for making sure that cargoes accepted are loaded and stocked in accordance to stacking height, and maximize loading of container van based on van configuration. Unload cargoes in reference to documents, count and stacking level.

II Duties and Responsibilities

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

1. Responsible in making sure that cargoes received and released are complete and in good condition.
2. Examine the items for damage, and defects prior to loading and unloading.
3. Load cargoes based on stacking level and maximize container van utilization.
4. Unload cargoes into pallets at customer's loading bay or receiving area.
5. Assists driver in maneuvering trucks particularly backing up and positioning of containers.
6. Observe safety loading and unloading practices.
7. Perform any other function as assigned by his/her immediate leader.

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III Minimum Qualifications

1. At least attain high school level
2. Can read and write