

|                                                                                   |                                                          |                                            |                                             |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------|---------------------------------------------|
|  | <b>Transport Assistant</b><br><br><b>Job Description</b> |                                            | <b>Document Number:</b><br><br>JD-OPS-09.31 |
|                                                                                   | <b>Department:</b><br>Global – Operations                | <b>Effective Date:</b><br>January 14, 2023 | <b>Revision No</b><br>0                     |

## I Reason for Existence

The Transport Assistant is responsible for the monitoring of Empty container returns, Container clearance, monitoring of Incidental charges, monitoring of documents from truckers, and the processing and turnover of Job Folders.

## II Duties and Responsibilities

1. Monitoring of the returns of empty containers upon delivery by checking the status on the carrier's website or by checking with the Truckers to identify and closely monitor the containers that are still pending for return.
2. Updating of the centralized transport monitoring on a daily basis for easy monitoring and generation of reports.
3. Sending of Empty container return status via email on a daily basis for the trucking in-charge and CX to be informed of the status of their transactions and inform the clients as well.
4. Retrieval of DR (Delivery Receipt) and EIR (Equipment Interchange Receipt) from Truckers, attach it to the Job folders and turnover it to Finance Dept. for Billing purposes.
5. Submission of EIR (Equipment Interchange Receipt) to Finance Dept. for the Container Deposit update.
6. Monitoring of Incidental charges (Container storage, Container detention, container demurrage, truck demurrage and diversion charges) to ensure that all charges are included in the Job File with complete approval.

**DDC: This Document is already Approved and Posted on Intranet.**

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

**Any printed and saved copy of this document is considered uncontrolled**

|                                                                                   |                                                          |                                            |                                             |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------|---------------------------------------------|
|  | <b>Transport Assistant</b><br><br><b>Job Description</b> |                                            | <b>Document Number:</b><br><br>JD-OPS-09.31 |
|                                                                                   | <b>Department:</b><br>Global – Operations                | <b>Effective Date:</b><br>January 14, 2023 | <b>Revision No</b><br>0                     |

7. Responsible to check the correctness and completeness of all the rates related to trucking and submit the Job folders to Customer Experience Department for Final JI and to avoid revisions.
8. Perform any other function as assigned by his/ her immediate leader.

### III Minimum Qualifications

1. Graduate of Bachelor of Science in Customs Administration, Logistics Management or any 4-year business related course.
2. Minimum of one (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. High stress tolerance.

**DDC: This Document is already Approved and Posted on Intranet.**

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

**Any printed and saved copy of this document is considered uncontrolled**