

	<b>Position Description Manual</b>
Department: Operations	Position Title: Port Representative
Effective Date:	Revision No.:

## I. REASON FOR EXISTENCE

Responsible for the processing and monitoring of shipments in the port area.

## II. DUTIES AND RESPONSIBILITIES

1. Facilitate cargo acceptance in the port area by receiving the cargoes in accordance to the policies and procedures to ensure proper handling, loading and documentation.
2. Receive and collect documents from pick-up by securing and ensuring the completeness of the documents turned over by the drivers to ensure that all transactions are accounted for and encoded in the system timely and completely.
3. Expedite MT container pull-out by coordinating with the carrier representative ahead of truck arrival at pier to aid in the timely container pull-out and arrival at pick-up point.
4. Monitor outbound containers by personally checking the actual loading of containers in the vessel to meet the desired voyage.
5. Receive payment by collecting cash or check and issuing an official receipt for remittance to finance.
6. Perform other functions that may be assigned by the management from time to time.

## III. QUALIFICATIONS

1. Graduate of any four year course preferably business course
2. Minimum of 2 years experience on the position or with related experience
3. Good written and oral communications
4. High tolerance to stress

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