

## Agency Planner

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Company: IPAMS

Location: Qatar

Category: business-and-financial-operations

REMINDER: WE WILL ONLY RESPOND TO YOU IF YOUR CURRENT EXPERIENCE, INDUSTRY AND QUALIFICATIONS MATCH THE REQUIREMENTS OF OUR PRINCIPALS/EMPLOYERS

### **Qualifications:**

High School Diploma Higher qualification is an added advantage

2 years of experience in maritime, logistics, or oil & gas sector

Demonstrate knowledge of shipping activities and procedures, etc..

Knowledgeable in using MS Office, MS Outlook

Can read, write, and speak English

Basic knowledge of shipping operations and general cargo berths (Loading / Discharging & Stowage)

Good knowledge of local and international shipping related laws and regulations

Good knowledge of Government organizations, procedures, policies and regulations

### **Task Description:**

Assist in the supervision of loading and discharging of agency cargo vessels and ensure compliance with company operational policies and standards

Responsible for preparing and reporting of the supervisory reports on loading and discharging activities

Arrange berthing/un-berthing for agency vessels

Monitor the discharging and loading activities of agency vessels

Responsible for agency vessels Port clearance and immigration activities

Coordinate with the Master / Chief officer of the vessels and ensure smooth operations.

Ensure timely handling of all documentation formalities such as manifest reporting, vessel clearances, as well as departure reports and International Ship and Port Facility Security (ISPS) requirements

Build and maintain effective working relationships with port authorities, customs, immigration and all other official parties concerned

Maintain healthy relationship with the customers & ensure continuous support.

Perform other job-related duties as assigned.

Your application is valid for 6 months from your initial submission and we will not keep record in compliance with the Data Privacy Act of 2012 (Republic Act 10173) and its Implementing Rules and Regulations (IRR) as enforced by the National Privacy Commission. However, it should not stop you for applying for our job openings abroad. For more information about IPAMS Data Privacy Policy, click -

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