



**Job Description**  
**Senior Shipping Officer**  
**Division: Operation**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Senior Shipping Officer
<b>Salary Range</b>	\$28,377.00 (A10/L10)
<b>Location</b>	Main Office – Matautu-Tai
<b>Hours of work</b>	Monday to Friday, 8.30am – 5.00pm
<b>Reporting to</b>	Assistant General Manager Operation
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	Permanent, full time Subject to six months probationary period
<b>Primary Objectives</b>	To confirm vehicle bookings and online reservations according to schedule, assist in managing changes with bookings, prepare and circulate advises & NOA's, assist in managing the clearance process for Pago services and provide reports on shipping and reservations when required.
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>❖ Process customs declarations of the Corporations import and client export cargo using the Customs ASYCUDA system.</li> <li>❖ Prepare and submit manifests for inbound and outbound cargo and passenger / crew list for clearance agencies.</li> <li>❖ Assis the Principal Shipping Officer and AGM Operation in clearance of vessels/ships both inbound and outbound.</li> <li>❖ Assist with vehicle bookings and online reservations for the domestic services and assist in managing approved changes requested and made to confirmed bookings.</li> <li>❖ Prepare and deliver ship advises, cargo and passenger manifest for the Apia – Pago Pago – Apia service once approved by GM or AGM Operation.</li> <li>❖ Provide customer services to all requesting clients and assist in handling any client enquiry or queries on Operation during working hours.</li> <li>❖ Ensure that confirmed vehicles are in a sequential order and confirmed lists for Domestic are sent to Salelologa and Mulifanuaa offices in a timely</li> </ul>

	<p>manner.</p> <ul style="list-style-type: none"> <li>❖ Assis in information analysis for report preparation on Operations when and where required for Management Meetings</li> <li>❖ Advice and report to GM through the AGM Operations on issues or matters pertaining to Operations in a timely manner.</li> <li>❖ Perform any other duties assigned by the AGM Operation</li> </ul>
<p><b>Continued Professional Development</b></p>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p>