



## **Vacancy – Operations Assistant (Shipping Industry)**

*A well-established Freight Company, located in Kingston is seeking the services of a qualified and competent individual for the position of **Operations Assistant**.*

### **POSITION SUMMARY:**

*This position is responsible for assisting the Operations Supervisor in carrying out the daily functions of the Department. The main duties to include the lodging of documents with Customs for the timely release of goods received by air or sea, for stripping of containers and completing clearance of shipments at both Air and Sea Ports.*

### **DUTIES & RESPONSIBILITIES:**

- Lodge documents for Cargo Release (FCL & LCL containers)
- Stripping of containers
- Liaise between the Office, the Ports and Customs to ensure smooth flow of information regarding clearances
- Assist in Preparing quotations for International Shipments
- Assist in Preparing Discrepancy Reports for Stations overseas
- Assist in Preparing export documentation and booking containers
- Assist in making appointment for stripping of containers

### **ESSENTIAL SKILLS/QUALIFICATION:**

- A minimum of five (5) CXC subjects including Mathematics & English Language
- Certification in Custom Processes/Freight Forwarding would be an asset.
- A minimum of 2 years experience in the area of shipping/custom brokage.
- Knowledge of customer service, export and import documentation procedures at the Port
- A good understanding of customs clearance process at the ports and customs regulations
- Knowledge of ASYCUDA system.
- Strong interpersonal skills
- Ability to communicate effectively verbally and in writing to both internal and external customers

**Interest applicants please send your Application/CV to:**

**Email address: [hrjamaica@laparkan.com](mailto:hrjamaica@laparkan.com)**

**No later than January 14, 2022.**