



Freight Forwarding and Customs Clearing Manager

Dole South Africa, one of the country's leading fruit exporters, is recruiting for a **Freight Forwarding and Customs Clearing Manager** that is to add to the Company's human resources talent pool. This vacancy offers a challenging role to a dynamic individual, who is driven by attention to detail and motivated by deadlines in a quick changing environment.

Reporting to the Business Manager: Supply Chain, you will be based at our CPT offices (Tygervalley-area) and form part of this multi-national company that celebrates its 20th year of existence in South Africa in 2018.

Minimum knowledge & experience required to perform this job competently:

Education & Minimum Experience:

Tertiary qualifications in Logistics or Supply Chain Management with a minimum of 5 years Operational & Transactional experience will be beneficial.

Key Performance Areas (KPA's):

KPA's will include (but are not limited to) the following essential responsibilities:

- **Management of the freight forwarding and customs clearing function of Dole SA** • Manage a team of export and import document controllers and customs entry clerks in a global, fast paced perishable product environment • Implement business processes to ensure timeous processing of import and export documents • Manage all related business process and document entries to regulatory bodies • Liaising with third party service providers, including shipping lines, transporters and courier service providers • Liaising with relevant regulatory authorities • Ensure relevant FF&CC information is maintained on internal company systems • Understand special document requirements for global export/import shipments, which will include various regions (EU, UK, Americas, Middle East, Far East, South East Asia) • Excellent understanding of shipping and payment terms and interpretation and implementation thereof, including handling of shipments on letters of credit
- **Compliance** • Ensure company compliance adherence with relevant regulatory authorities • Ensure internal QMS processes updated and maintained • Facilitate and ensure adherence to relevant internal audit processes • Overall export and import document compliance • Ensure licensing with SARS remains current • Ensure preparation of regulatory authorities' annual audits • Ensure SAAFF membership remains current
- **Reporting** • Internal: Weekly report to Business Manager: Supply Chain regarding status of FF&CC dept. • External: Weekly rolling update on all shipments in transit, document delivery tracking and document processing status
- **Handling of queries and networking** • Assist FF&CC team with query resolution and problem solving • Staying abreast of changes in industry and continuous learning on relevant global and local FF&CC trends
- **Processing of export and import documents** • Processing of export and import document entries as required • Capture and maintain internal reports and QMS documents • Maintain shipment registers and document tracking registers

Attributes:

Knowledge of the KPA's mentioned • Understand special document requirements for global export/import shipments, which will include various regions (EU, UK, Americas, Middle East, Far East, South East Asia) • Excellent understanding of shipping and payment terms and interpretation and implementation thereof, including handling of shipments on letters of credit • Internal knowledge resource/expert on all FF&CC matters

Please forward your application & expected remuneration via email to: albert.van.zyl@dole.com.

NB: The appointment will be made in line with our Employment Equity Policy. We will only revert to candidates who have been shortlisted.

Closing date for applications: Wednesday, 7 November 2018 at 12h00.