



DOCUMENTATION PREPARATION ASSISTANT

To work as part of the Documentation team preparing and controlling Bills of Lading & associated documentation for containers shipping ex-European ports to Deep Sea destinations worldwide and forwarding to relevant parties as applicable for each customer and destination country.

Principal duties :

- Checking for documentation deadlines for shipments for specific customers/destinations using company systems.
- Submitting electronic instructions to shipping lines for preparation of Ocean Bills of Lading following requirements of customer and destination agent, locating relevant details from in-house system.
- Preparation of Bulkhaul Bill of Lading using Microsoft Word following specific requirements for each destination.
- Liaising with customers for approval of draft documentation & agreeing amendments/final documents with shipping lines.
- Ensuring final documentation is all in order & dispatched to customers/agents as required.
- Liaising with shipping lines to confirm shipment details.

This an important function within the company's operations and systems are in place to assist and automate as far as possible.

Experience in this specific area is not essential as training will be provided in-house by existing members of the team to gradually build up a good knowledge of the processes and varied customer database of the company.

The position does however require :

- Good written and verbal communication skills for use both within and outside the company.
- Computer literacy – for use in both in-house systems and internet/word-processing applications.
- Keen eye for detail to ensure documents prepared exactly as specified, and final documentation received from third parties is correct as specified.
- Organisational skills and ability to act on own initiative - particularly important to control & prioritise workload, ensuring all deadlines at various stages of the process are adhered to.
- Ability to work as an individual on allocated customers, but also to be aware of requirements of the team when cover might be required.