

MY ROLE

Position Title:	Freight Services Administration Co-ordinator
Worksite:	Devonport
Department:	Freight Services
Role reports to:	Manager Freight Services
Reports to role:	-
Authorised by:	General Manager Freight Services
Date Prepared:	November 2018
Last Revised:	January 2019
Delegation Level:	

1. General Position Overview

The Freight Services Administration Co-ordinator exists to provide administrative and sales support to the General Manager Freight Services and the Freight Services team.

2. Role Environment

The role is located in Devonport.

The role reports to the Manager Freight Services.

Primary Internal interactions will include all members of the Freight Services and the Terminal Services team.

External interactions will include Freight Customers and our Stevedoring provider.

3. Key Responsibilities

The key responsibilities of the role will include:

- Providing administrative support to the Manager Freight Services and team
- Manage general correspondence to client including rate adjustment and fuel surcharge correspondence
- Vessel Loading / Planning to a Minimal Level
- Arrange travel and accommodation for the Freight Services Team
- Coordinate all client events
- Collate and record market information and intelligence
- Perform internal sales functions

4. Key Accountabilities

Ensure that all Freight data bases are well maintained and up to date

Freight support to Melbourne Administration

Freight rate schedules and associated data are well maintained and up to date.

Client Liaisons on a daily basis with interaction on freight bookings.

Internal Sales and freight services support within the department

5. Qualifications

It is desirable but not essential the incumbent has formal qualification in business administration, commerce or a related field.

6. Experience

It is highly desirable not essential the incumbent has experience working in administrative support role

It is desirable not essential the incumbent has experience working in

- a transport or logistic or similar environment and/or
- sales or commercial role

7. Competencies

It is highly desirable the incumbent has:

- Excellent general administrative skills
- Strong analytical skills
- Excellent problem solver.
- The ability to work on multiple tasks
- Strong communication skills (both verbal and written).
- Excellent computer and data base skills (Excel & Word).

8. Attributes

It is highly desirable the incumbent has:

- High level of initiative
- Ability to work independently
- Highly motivated
- High level of confidentiality