

**JOB OPENING – 12.07.2019**

Sr. No.	Heads	Details									
1.	Name of Employer	Hapag Lloyd Business Services LLP									
2.	Nature of Business	Liner Shipping Industry									
3.	Postal Address	Sattellite Gazebo, A Wing, 4 <sup>th</sup> Floor, Hapag Lloyd Business Services LLP, Chakala, Andheri East, Mumbai - 4000									
4.	Tele., E-mail & Website	022 67812700, <a href="mailto:bschr@hlag.com">bschr@hlag.com</a> , <a href="https://www.hapag-lloyd.com/en/home.html">https://www.hapag-lloyd.com/en/home.html</a>									
5.	Contact person's name, designation, Tele. No. & e-mail	Meghna Patil – Manager HR, 022 67812700 <a href="mailto:Meghna.patil@hlag.com">Meghna.patil@hlag.com</a> Amruta Gadag – Supervisor HR, 022 67812700 <a href="mailto:Amruta.gadag@hlag.com">Amruta.gadag@hlag.com</a>									
6.	<table border="1"> <tr> <td data-bbox="264 981 580 1865">.1 Position including nature of work</td> <td data-bbox="580 981 756 1865">of work</td> <td data-bbox="756 981 1385 1865"> <b>Vacancy description :</b>  <b>Department:</b> Transport Disposition  <b>Position:</b> Operations Intern  <b>Nature of work:</b>                      Planning of Transport - Check expected import arrivals and plan transportation for timely evacuation.                       - ED gather equipment forecast from Sales and inform TD to plan movement   <ul style="list-style-type: none"> <li>• Allot Transport movement</li> <li>• Monitor / follow up with the transporter for timely completion of movement.</li> <li>• Record/Document the reasons for delay in movements</li> <li>• Keep ED informed about status of movement to look for alternate options</li> </ul> <ul style="list-style-type: none"> <li>• Maintain Vendor Matrix.</li> <li>• Adhere to KPIs for timely work order creation</li> <li>• Update ICCL Reports with reasons for deviations</li> <li>• Liaison with vendors to close disputes.</li> <li>• Create WO for pending moves as per TRWW0101 report</li> </ul> </td> </tr> <tr> <td data-bbox="264 1865 580 1933">.2 Number of vacancies</td> <td data-bbox="580 1865 756 1933"></td> <td data-bbox="756 1865 1385 1933">1</td> </tr> <tr> <td data-bbox="264 1933 580 2031">.3 Approx. monthly compensation &amp; other benefits</td> <td data-bbox="580 1933 756 2031"></td> <td data-bbox="756 1933 1385 2031">Stipend: 10000 per month</td> </tr> </table>	.1 Position including nature of work	of work	<b>Vacancy description :</b> <b>Department:</b> Transport Disposition <b>Position:</b> Operations Intern <b>Nature of work:</b> Planning of Transport - Check expected import arrivals and plan transportation for timely evacuation.  - ED gather equipment forecast from Sales and inform TD to plan movement  <ul style="list-style-type: none"> <li>• Allot Transport movement</li> <li>• Monitor / follow up with the transporter for timely completion of movement.</li> <li>• Record/Document the reasons for delay in movements</li> <li>• Keep ED informed about status of movement to look for alternate options</li> </ul> <ul style="list-style-type: none"> <li>• Maintain Vendor Matrix.</li> <li>• Adhere to KPIs for timely work order creation</li> <li>• Update ICCL Reports with reasons for deviations</li> <li>• Liaison with vendors to close disputes.</li> <li>• Create WO for pending moves as per TRWW0101 report</li> </ul>	.2 Number of vacancies		1	.3 Approx. monthly compensation & other benefits		Stipend: 10000 per month	
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.4 Location of Employment	Andheri East, Mumbai
.5 Any other details	<p>Hapag-Lloyd is a leading global liner shipping company with 235 modern ships, 11.9 million TEU (Twenty-foot Equivalent Unit) transported per year, around 12,800 motivated employees in 398 offices in 128 countries.</p> <p>Hapag-Lloyd offers a fleet with a total capacity of 1.7 Million TEU, as well as a container stock of more than 2.5 million TEU including one of the world's largest and most modern reefer container fleets. A total of 121 liner services worldwide ensure fast and reliable connections between more than 600 ports on all the continents.</p> <p>Hapag-Lloyd belongs to the leading oceancarriers for the trades Transatlantic, Middle East, Latin America and Intra-America.</p>

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4.	Tele., E-mail & Website	022 67812700, <a href="mailto:bschr@hlag.com">bschr@hlag.com</a> , <a href="https://www.hapag-lloyd.com/en/home.html">https://www.hapag-lloyd.com/en/home.html</a>
5.	Contact person's name, designation, Tele. No. & e-mail	Meghna Patil – Manager HR, 022 67812700 <a href="mailto:Meghna.patil@hlag.com">Meghna.patil@hlag.com</a> Amruta Gadag – Supervisor HR, 022 67812700 <a href="mailto:Amruta.gadag@hlag.com">Amruta.gadag@hlag.com</a>
6.	.1 Position including nature of work	<p>Vacancy description :</p> <p><b>Department:</b> Port Termination Operations</p> <p><b>Position:</b> Operations Intern</p> <p><b>Nature of work:</b>            1. To ensure tasks completion as per agreed SLA with Areas / Region.            a. Arrange Load/Discharge              i. check and trace pending container              ii. check customs status              iii. check DG documentation and acceptance              iv. check import discrepancies before vessel arrival              v. create and evaluate no move status for container              vi. create and provide TBU              vii. handle COD              viii. handle late runner              ix. insert container no. and stowage position for DG              x. maintain terminal dates              xi. coordinate for OOG handling and update of E-forms as per HL guidelines              xii. check on watchdog / DG hold containers.            b. Distribute Load/Discharge Information              i. provide DG manifest              ii. provide load/discharge information              iii. provide reefer manifest            c. Finalize Load/Discharge              i. check &amp; authorize port/terminal WO for payment              ii. create additional terminal WO</p>

	<ul style="list-style-type: none"> <li>iii. create and provide manual TDR</li> <li>iv. create and submit main terminal WO</li> <li>v. define free WO</li> <li>vi. creation port WO</li> <li>vii. perform ICCL checks</li> <li>viii. validate actual versus planned load/discharge information</li> <li>d. Handle Vessel Call <ul style="list-style-type: none"> <li>i. maintain round voyage (actuals)</li> <li>ii. Obtain VIA / Rotation number from Terminal and Customs</li> <li>iii. Coordinate with vendor for vessel supplies, spares and crew</li> </ul> </li> <li>e. Organize ad hoc Special Handlings <ul style="list-style-type: none"> <li>i. apply new seal</li> <li>ii. handle reefer temperature deviations</li> <li>iii. resolve DG placard issues</li> <li>iv. handling damages (vessel / containers)</li> <li>v. handling re-exports, cross stuffing and long standing and ensure timely movement / return of units</li> <li>vi. Keeping track of Import evacuation of container from terminals and ensure all movement completed with terminal free period</li> <li>vii. placing fund requests for terminals</li> <li>viii. ensure vessel handing as prevailing rules of Port authority, Terminals, Marine Department, Customs etc.</li> </ul> </li> <li>f. Any additional task not specified above</li> </ul>
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5.	Contact person's name, designation, Tele. No. & e-mail	Meghna Patil – Manager HR, 022 67812700 <a href="mailto:Meghna.patil@hlag.com">Meghna.patil@hlag.com</a> Amruta Gadag – Supervisor HR, 022 67812700 <a href="mailto:Amruta.gadag@hlag.com">Amruta.gadag@hlag.com</a>
6.	.1 Position including nature of work	<p>Vacancy description :</p> <p><b>Department:</b> Operations Steering Support</p> <p><b>Position:</b> Operations Intern</p> <p><b>Nature of work:</b> Maintain Subcontractor tariff and agreement.  <input type="checkbox"/> Document vendor Rebate Agreement and request rebate from vendors.  <input type="checkbox"/> Create and Maintain Vendor.  <input type="checkbox"/> Maintaining Bank Holidays.  <input type="checkbox"/> Define and update locations.  <input type="checkbox"/> Redefine location structure.  <input type="checkbox"/> Maintain Geo Coordinates.  <input type="checkbox"/> Define and update Base Route.  <input type="checkbox"/> Handle missing Inland Routing maintenance requests.  <input type="checkbox"/> Define and Update Transportation Standard Costs (TRACO).  <input type="checkbox"/> Review Container Supply Cost and Days.  <input type="checkbox"/> Steer vendor volumes according to commitment.  <input type="checkbox"/> Steer Controllable Costs.  <input type="checkbox"/> Steer Cost saving measures.  <input type="checkbox"/> Monitor vendor performance and adherence to Service Level Agreement.  <input type="checkbox"/> Identify routing performance.  <input type="checkbox"/> Monitory Standard cost against actual costs.  <input type="checkbox"/> Maintain THC and ININ tariff working and revisions for maximum cost recovery.  <input type="checkbox"/> Operations Reporting - Vendor Spent and cost analysis Reports (Web Focus &amp; Qlikview Reports).  <input type="checkbox"/> Vendor Evaluation and prepare approved supplier list for Pan India.  <input type="checkbox"/> Internal Controlling Check List Reports review.  <input type="checkbox"/> ADHOC Ops cost if any and handle ADHOC Inland and</p>

	Terminal Rate requirements. □ Any Adhoc Operations reporting based on custom requirements.
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.4 Location of Employment	Andheri East, Mumbai
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5.	Contact person's name, designation, Tele. No. & e-mail	Meghna Patil – Manager HR, 022 67812700 <a href="mailto:Meghna.patil@hlag.com">Meghna.patil@hlag.com</a> Amruta Gadag – Supervisor HR, 022 67812700 <a href="mailto:Amruta.gadag@hlag.com">Amruta.gadag@hlag.com</a>
6.	.1 Position including nature of work	<p>Vacancy description :</p> <p><b>Department:</b> Equipment Disposition</p> <p><b>Position:</b> Operations Intern</p> <p><b>Nature of work:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning and Steering of Equipment</li> <li>- Support manager to arrange imbalance moves in timely manner</li> <li>- Check / compare depot inventories and equipment requirements including pick up status</li> <li>- Deadheading and steering of stock feeding to deficit areas</li> <li><input type="checkbox"/> Insert manual Equipment movements not received by EDI</li> <li><input type="checkbox"/> Insert Equipment movements and check / correct movements received by EDI</li> <li><input type="checkbox"/> Announcement / confirmation of export positioning depot and send release message to terminal/depot (communicated verbally and not assigned in FIS)</li> <li><input type="checkbox"/> Announcement / confirmation of import repositioning depot and send acceptance to terminal/depot (communicated via mail and not assigned in FIS)</li> <li><input type="checkbox"/> Arrange stock feeding / deadheading request by creating "MT" (empty) bookings</li> <li><input type="checkbox"/> Communicate with M&amp;R regarding accessing repaired equipment</li> <li><input type="checkbox"/> F3000 monitoring, trouble shooting and communication to responsible parties</li> <li><input type="checkbox"/> Empty Shipment creation for Movements done</li> </ul>

	a/c Hapag Lloyd, All India basis.
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5.	Contact person's name, designation, Tele. No. & e-mail	Meghna Patil – Manager HR, 022 67812700 <a href="mailto:Meghna.patil@hlag.com">Meghna.patil@hlag.com</a> Amruta Gadag – Supervisor HR, 022 67812700 <a href="mailto:Amruta.gadag@hlag.com">Amruta.gadag@hlag.com</a>
6.	.1 Position including nature of work	<p>Vacancy description :</p> <p><b>Department:</b> Operations – Transshipment</p> <p><b>Position:</b> Operations Intern</p> <p><b>Nature of work:</b> Monitor vessel operator schedules in FIS and actualize through creation of Dp voyages in FIS, if required and / or delete unutilized dp voyages.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with feeder operators for slot and schedule. Generate import list from FIS and provide advance bookings on every Monday for transshipments arriving per MLV in timely manner.</li> <li><input type="checkbox"/> Follow-up with feeder operators to obtain on-carrier details in timely manner and arrange system nominations with the rotation numbers for PTO to file the discharges list with the terminal, prior to cut off of vessel arrival.</li> <li><input type="checkbox"/> Ensure containers are transshipped to out ports per FI/FO basis (unless an urgent requirement arises) with priority to reefer boxes and take alternate actions in case of delays to nominated feeder.</li> <li><input type="checkbox"/> Forward Docs for special cargo (DG/REEFER/OOG/MILITARY CARGO) to vessel operators and seek vessel approval for the special cargo as and when required.</li> <li><input type="checkbox"/> Update on-carriage in FIS in a timely manner prior arrival of mainline vessel &amp; verify accuracy of containers linked to the shipments.</li> <li><input type="checkbox"/> Respond internal /external inquiries and</li> </ul>

	<p>inform POL for shipment cancelations /delays.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submission of load lists to the terminal, vessel operator and to final destination. (LL to be sent to final destination same day as on submission to terminal to avoid manifest delays at FDE owing to short transit).</li> <li><input type="checkbox"/> Keep a record of all feeder nominations and service failures / disputes.</li> <li><input type="checkbox"/> COD approval/ ad hoc additional charges are notified to the respective teams for collection, and TREX creation for cost recovery.</li> <li><input type="checkbox"/> Contribute to cost-saving measures by minimizing transshipments dwell time and prioritization of reefer containers.</li> </ul>
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