**JOB OPENING – REQUISITION FORM16.09.2019**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Hapag-Lloyd Business Services LLP |
| 2. | Nature of Business | Hapag-Lloyd is a Global Shipping line, with its Global Headquarters in Hamburg Germany. With a staff compliment of nearly 13,000 employees, we operate 121 Liner services with 235 Vessels and are present in 399 locations. |
| 3. | Postal Address | 403 & 404 Satellite Gazebo,A-Wing, 4th FloorGuru Hargovindji Marg. Andheri (East),Mumbai – 400 093 |
| 4. | Tele., E-mail & Website | Telephone:  +91 22 6821 0202Website : www.hlag.com |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Meghna.patil@hlag.com022 67812700  |
| 6. | Vacancy description : |
| .1 Position including nature of work | **Customer Service Documentation (Export)**To ensure complete customer satisfaction by producing accurate and timely documentation.Enable final manifest submission as per Sea Cargo Manifest Transmission (SCMT) regulations.* Dealing directly with customers regarding bills of lading discrepancies, container information or routing of cargo.
* Completion of all exceptions for SCMT for departure manifest to enable loading of the cargo.
* Submit Primary Cargo Identification Number (PCIN) & Customs Summary Notification (CSN) as per SCMT regulations.
* Work closely with ODeX stakeholders for smooth delivery of SCMT.
* Check and process data errors in ODeX and company systems.
* Brush and merge data errors from ODeX.
* Generate line numbers and submit data to manifest.
* Monitoring workflow to assure that documents are completed and released within the specified timeframes to ensure smooth delivery of cargo.
* Making sure that Export Customs references are submitted in a timely manner for cargo sailing out of the country.
* Notifying customers of missing Export Customs references and communicating applicable charges, fees and fines.
 |
| .2 Number of vacancies | 3 |
| .3 Approx. monthly compensation & other benefits | Rs. 20000/- per month (permanent opening on the payroll of the organization) |
| .4 Location of Employment | Mumbai, Andheri East |
| .5 Any other details | 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.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 worldwideensure fast and reliable connections between more than 600 ports on all the continents.Hapag-Lloyd belongs to the leading oceancarriers for the trades Transatlantic, Middle East, Latin America and Intra-America. |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*