**JOB OPENING – REQUISITION FORM16.09.2019**

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| **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 Floor  Guru Hargovindji Marg. Andheri (East),  Mumbai – 400 093 |
| 4. | Tele., E-mail & Website | Telephone:  +91 22 6821 0202  Website : www.hlag.com |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | [Meghna.patil@hlag.com](mailto:Meghna.patil@hlag.com)  022 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 worldwide ensure 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. |

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