

## **Operations Officer / Container Control**

### **“Rare opportunity to join an expanding Global Network ” with:**

- \* Full-time permanent Operations Officer/Container Control Position available
- \* Diverse, inclusive and supportive work environment - Ongoing training provided and career development opportunities
- \* Company Values of Integrity, Safety, Excellence & Innovation

### **What's on offer?**

A fast-paced role with **Nautical Shipping Pty Ltd**, part of the Leeward Group, where you will be aligning yourself with like-minded high performing individuals. You will be led and mentored by a hands-on team that are invested in ensuring that you learn and develop your shipping industry skills, and that your experience is continuously developed. With your success and achievements valued, you will be rewarded for your hard work and dedication. We are a company that cares deeply for our employees and we deliver support programmes to help our staff attain job satisfaction and personal fulfilment. Here's some of our employee value adds:

- A flexible work environment that emphasizes work/life balance
- A fantastic opportunity to develop your career in the shipping industry
- Great team culture
- Access to our learning academy with over 80,000 courses
- Career pathway planning program to help you hit your career goals
- Extensive Employee Assistance Program
- Social events
- Employee discount program including discounts on everyday needs and memberships
- Employee reward and recognition program
- Top notch remuneration and benefits package

### **About the Role:**

As the **Operations Officer/Container Control** reporting directly to the Operations Manager, you will be involved in:

- Generating Stock Reports and monitoring / reporting stocks
- Control repairs / Monitor export requirements and maintain availability according to market requirements
- Liaising with container depots, terminals & overseas principals
- Reconcile and authorize invoices relating to transport, container repairs etc.
- Preparing special cargo manifests (hazardous and reefer, and lodging DG with relevant authorities)
- Liaising with customer service and sales departments to meet clients requirements within timeframes
- Preparing of vessel arrival and departure reports, and terminal reports as required
- Assisting customer service department with operational enquiries relating to terminals

### **About You**

The successful candidate will be an experienced shipping professional who has:

- 2-3 years experience is required preferably within a shipping company or freight forwarding operations environment
- Confidence around software systems, previous knowledge within Cargowise would be ideal.
- Have a high work ethic, good time management, attention to detail and excellent problem-solving skills.
- Be willing to learn with a 'can do' attitude
- Good customer interaction skills
- The ability to work effectively in a team / work group
- Strong written and verbal communication skills
- Ability to follow through on given tasks
- Able to work under pressure
- The ability to be proactive and versatile

### **Want to Find More?**

Website: <https://nauticalshipping.com.au/about-us/>

Questions: [careers@leeward-group.com.au](mailto:careers@leeward-group.com.au)

Please address your application to: People and Culture Coordinator

\*Please note that we only accept applications through the APPLY button"

Applicants shortlisted for interview will be contacted in due course. If you have not been contacted by 31 March 2023, consider your application unsuccessful on this occasion.

**Role Type**

Hybrid • Permanent • Full-time • Associate

**Company Overview**

We provide our principals and customers with comprehensive shipping and associated services. We deliver these services with competency and experience, supported by personalised customer service and market leading digital initiatives. The Leeward Group, including Quay Shipping and Nautical Shipping, has decades of combined knowledge and expertise and provides unequalled shipping agency services to our customers. Leeward - Leading the Way.