



Saipem, has a vacancy for Shipping and Customs Officer.

**OBJECTIVE:**

- Arrange, monitor and update Shipping and Customs activities to ensure that all goods are delivered to the final destination in a safe and timely manner in accordance with good practice and Projects / operations/fabrication/ Asset Management requirements.

• **RESPONSIBILITIES AND DUTIES:**

- Contribute in preparing specific procedures for Shipping, Customs and packing of goods
- Contribute in preparing technical enquiry package for Shipping and Customs services
- Assist the Shipping and Customs Manager in planning the Shipping and Customs activities of both Project and Assets Material
- Once the SF generated from either PO/DO, TR, TO is assigned, review scope and documentation, prepare the Transport, Plan and define the best means of transport according to goods weights and dims, best transit route/time, required schedule and actual costs.
- Where the scope of the transport is fully covered by existing Transport Agreements and related price lists, assign the shipment to the freight forwarder who can guarantee the required services in the most efficient manner at the cheapest rate
- Where no TA could cover the scope of the transport or in specific circumstances (i.e. oversize/overweight materials, peculiar collection/destination locations, urgency etc.), with the authorization of the Shipping & Customs Manager, prepare through the transport instruction a dedicated PR to issue dedicated transport contract.
- Prepare the documents required to the execution of the Shipping and Customs activities, and required to fulfil import, export and transit formalities in accordance with applicable Customs rules and regulations
- Monitor the status of each shipment from goods collection up to actual completion, gather and check all shipping document duly signed and stamped to attest final receipt. Prepare the Service Entry Sheet in accordance with Transport Service Contract Documents
- Promptly notify Saipem Insurance department when the value of a shipment exceed the Corporate Insurance deductibles and when a damage occurs during transportation;
- Use SAP for the management of Shipping and Customs activities and ensure timely updating
- Archive and maintain traceability of Shipping and Customs documents
- Support the material purchasing department to define budgets for transports and the best contractual delivery term
- Provide feedback using Saipem available software on Owners, Freight Forwarders, Customs Agents performances

**EXPERIENCE AND SKILLS:**

- Minimum 5 years' experience in shipping and/or freight forwarding.
- Knowledge of Customs Laws and Regulations

- Very good communication skills
- Competent in Microsoft Office 365 Applications
- SAP knowledge is a plus

**EDUCATION:**

- Bachelor's Degree is a must. In Foreign Trade is preferred

Please send your resume with the subject "**Shipping and Customs Officer**" to [saipemgycareers@saipem.com](mailto:saipemgycareers@saipem.com)

Please note, the closing date for applications is **April 19<sup>th</sup>,2023.**

**Qualified candidates will be contacted.**