



SAIPEM has a vacancy for a Shipping and Customs Coordinator

Introduction	
Job Title:	Shipping and Customs Coordinator
Business Line:	Asset Based Non-Drilling
Department:	PLOG
Requirements	
Qualification:	Sound Secondary Education
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	5 - 6 in Shipping and Customs, Freight Forwarding
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar)
Soft Skills:	Verbal /Written/ Interpersonal/ Problem Solving/Analytical
Nice To Have:	Broker's Licence
Location:	Georgetown

OBJECTIVES:

Supervise all Project transport and customs activities in direct coordination with Project Management, Expediting & Inspection and Project Logistics Manager/field logistics team in order to ensure that all materials/equipment are actually delivered to final destination in a safe and timely manner.

RESPONSIBILITIES AND DUTIES:

- Ensure proper tracking of Project shipping & custom activities through Company tools/software.
- Liaise with the Shipping & Customs Network and ensure coordination between Project management and the various interfaces involved in the supply chain process (i.e. Engineering, Procurement, Expediting & Inspection, Project Logistics Managers and their operational logistics team on site).
- Prepare Project packing, transport & customs scope of works, specifications
- Support Procurement in defining the best delivery terms with vendors and, where required, subcontractors.
- Distribute Shipping Instructions through the Project organization and Shipping & Customs Network.
- Support Materials Management and Project Expediting Coordinators in defining and preparing Shipping & Customs documents.
- Together with the Projects Logistics Manager, identify Clients' Project insurance requirements and address related issues, promptly notify the Insurance department when the value of a shipment exceed the Corporate Insurance deductibles and when damage occurs during transportation.
- Issue Purchase Requisitions and Technical Bid Evaluations for dedicated Project transport contracts
- Guarantee a proper flow of information and adequate tracking of Project transportation, updating Material Status Reports or any other document required to monitor the status of the various shipments
- Coordinate Project transport & customs activities where required, with Shipping & Customs Network.
- Where applicable, supported by the Project Logistics Manager and Project contract management, liaise with Clients to coordinate the handover, customs formalities and/or further transportation of Company Provided Items to the Project logistics base according to Main Contract provisions.
- Any other duties as assigned.

Please send your resume with the subject “**Shipping and Customs Coordinator** to saipemgycareers@saipem.com

Please note, the closing date for applications is **June 19th, 2024.**

Shortlisted candidates will be contacted.