

Job Description Logistics Coordinator USA

Job Title:	Logistics Coordinator USA	Location, Country:	Seattle, United States
Business Unit:	Swire Projects	Department:	Operations
Cost Centre Description:	Swire Shipping Operations USA	Cost Centre Code:	S60160
Reporting to Manager:	Senior Operations Manager USA		
Dotted Line Reporting:			
Direct Reports:	0	Crisis Mgmt. Resp.:	
Work Level:	P1	Career Level:	L1: Individual Contributor
Permanent / Temporary:	Permanent	Full Time / Part Time:	Full-Time

Role Purpose (Why do we need this role?)

Part of the Swire Projects division, with responsibility across USA and Canada for:

Promoting “zero harm” across the company’s operational activities.

Managing port, stevedoring, vessel cargo operations, suppliers and other marine service providers in the assigned Region, focusing on setting high operational standards that maintain safe, efficient and cost-effective operations.

Management of empty equipment flows in the US for Swire Projects Transpac programme. This will include engagement with our partners UWL in the US, use of our 1Ship system to check equipment status and update Trade Team in Singapore on weekly flows.

Container damage management with UWL. Oversight of the flow of noting damage, informing Ho Chi Minh team on incoming repair requirements, ensuring payment through from UWL.

In conjunction with the Seattle Operations Team – North America, provide support to regional Trade, Liner Operations and Commercial teams for all matters relating to Port operations.

Support the wider Swire Projects cargo flows including but not exclusive to the 53’ programme as well as spot-cargoes into the USWC.

Role Accountabilities (What is this role responsible for delivering?)

- Support both Senior Operations and Operations Manager on Swire Projects matters.
- Continuously develop suitable port contractor options and alternatives to best meet Trade requirements.
- Be trained and work in Swire Projects 1Ship equipment management system.
- Port Operations with respect to engagement with T30. Act as a supporting role to Operations Manager in this regard.
- Review ongoing operational costs and identify potential savings. Ensure that any cost overruns are minimised and are consistent with cargo loading requirements.
- Build relationships with Port & Stevedoring partners for T30 Seattle, Everett and Vancouver.
- Support Line Operations Managers with scheduling, scenario planning, operational forecasting and budget variance reporting, as required.
- Operations Support Provide support to the Trades for the day to day management of cargo operations and liaise with the Line Management team.

- Actively work with the Port Captain, ports, vessels and service providers to ensure CNCo safety standards are applied, to improve operational safety and safety awareness.
- Report any regional Occupational Health and Safety (OHS) issues and concerns to the Swire Shipping Safety Security & Environment Committee (SSEC);
- Assist in Incident Response / Claims Management.
- Assist the claims team (Head Office) to resolve claims in North America
- Assist the Trade Team with customer cargo care (damage to cargo) issues.
- Perform other duties as requested by the Operations Manager.
- Assist with company projects both within and outside the region.
- Adhere to and implement the Company's Policies and Procedures.

Cargo Planning (Swire Projects Transpac Service on the back-haul leg)

- Receive Cargo Plans and reconcile with Customer Services and Logistics prior to sending to service providers.
- Timely preparation and distribution of all cargo Load and Discharge EDI plans, scan plans and adjustments made when necessary.
- Monitor Port Operations closely to ensure the agreed operational plan is followed.
- Travel to ports when required to oversee stevedoring operations e.g. special/heavy lifts, cargo requirements, training, support for operations team, vessel familiarisation, customer requirements or to carry out formal port performance reviews etc.
- Work with Logistics team to ensure the vessels are optimised for the positioning of empty container equipment in line with cargo requirements.
- Ensure that vessels/port agents are kept updated on the vessel schedules and port operations as planned.
- Ensure that cargo cut offs are set as per the ships coastal schedule and fixed as per Line requirements and any changes are distributed in a timely fashion to relevant parties.

Safety

- Take responsibility for the safety of myself and those around me by displaying safety leadership principles (i.e. Safety I's & Accountability ladder).
- Challenging and stopping unsafe acts and behaviours or unsafe conditions.
- Comply with the Global Safety Standards, Policies and Operating Procedures.

Key Qualifications & Skills (What knowledge will ensure success in the role?)

Qualifications

Preferably experience and qualifications related to the Maritime Industry in Operations or Logistics
Must have or be able to obtain a Transportation Worker Identification Credential (TWIC)

Technical Skills

Minimum 2+ years' experience in the shipping industry
Knowledge of operational aspects of port / terminal operations.
Previous effective people management experience.

- Sound understanding of cost management.
- Proven ability to build relationships and teams.
- Sound analytical, numeracy and communication skills.
- Focus on results, profitability and performance.
- Knowledge of general macroeconomic principles and international trade.

Swire Career Path

Swire Leadership Competencies				
	Individual Contributor	Team Leader	Operational Leader	Strategic Leader
Strategic Leadership	Problem Solving	Problem Solving Business Acumen	Strategic Ability Business Acumen Innovation Management	Strategic Agility Business Acumen Innovation Management Managing Vision & Purpose
People Leadership	Motivating Others	Motivating Others Delegation	Motivating Others Building Effective Teams	Motivating Others Developing Direct Reports Conflict Management
Delivering Results	Drive for Results	Drive for Results Priority Setting	Drive for Results Priority Setting	Drive for Results Priority Setting
Operational Excellence	Organising Planning	Organising Managing & Measuring Work	Organising Process Management	Organising
Personal Effectiveness	Interpersonal 'Skills' Self Development Learning 'Agility' Action Oriented	Interpersonal 'Skills' Self Development	Interpersonal 'Skills' Self Development	Interpersonal 'Skills' Self Development

Company Culture

<p>Safety Mindset</p> <p>Safety is our guiding principle. We work as a team with integrity to ensure Zero Harm. Safety is fully integrated in all we do. We continually evaluate our safety behaviour and work practices to improve our safety performance.</p>
<p>Cultural Sensitivity</p> <p>We are aware, respectful and accepting of the differences that exist among people with different cultural backgrounds.</p>
<p>Customer Focused</p> <p>We are dedicated to meeting the expectations and requirements of internal and external customers through understanding first-hand information to use for improvements in products and services. We act with the customer in mind and establish and maintain effective relationships to gain their trust and respect.</p>
<p>Value Excellence</p> <p>Getting the most from every dollar, spend CNC's money as if it were your own.</p>
<p>Swire Values</p> <p>The way we do business and how we interact with each other is guided by our values:</p> <ul style="list-style-type: none"> • Teamwork - Appreciate every individual's contribution; work as one team to meet our goals and objectives; strive to develop relationships where trust is shared. • Excellence – Promote a continuous improvement culture; set our standards to be best-in-class in all our actions; approach every challenge positively and professionally. • Integrity – Be honest in our actions; honour our commitments and deliver on our promises; be prudent and responsible

custodians of the environment

- **Continuity** – Be forward looking and take a long term view; be proactive and transparent on Sustainable Development issues; embrace change and recognise that there will be constant challenges ahead
- **Endeavour** – Be original and show initiative; commit wholeheartedly to our goals and objectives; always go the extra mile, as individuals, for the company and for our customers.
- **Humility** – Respect, listen to and learn from others; celebrate our success and learn from our failures.