

MARITIME TRANSPORT

JOB TITLE

Port Coordinator

JOB DESCRIPTION

Port coordinators are responsible for the smooth operations of the port and cargo operations and manage the resource allocation within the ports and monitor the expenditure. The main responsibilities and tasks of the Port Coordinator are to allocate resources to ensure smooth running of port operations, develop processes for implementing manpower, plan strategy and implement personnel safety training, oversee compliance with Workplace Safety and Health (WSH) policies, procedures and regulations and oversee daily planning for berth, yard and stowage.

KNOWLEDGE AREAS

- High school diploma or equivalent
- Maritime English
- Maritime brokerage documentation
- Principles of cargo stowage
- International Maritime Organisation Conventions
- Custom Regulation
- Physical parts of the vessel

SOFT SKILLS

- Exercising control
- Providing guidance to a team
- Ability to receive multiple inputs
- Prioritising (ability to prioritise and decide what situations require immediate action)
- Flexibility
- Ability to work and co-operate with others as part of a team
- Multi-tasking (simultaneous tasking capability)
- Compliance with norms/ integrity
- Ability to take initiatives and make decisions
- Risk-assessment (reasonable risk-taking skills)
- Judgement & responsibility
- Written & verbal communication skills
- Self-confidence

HARD SKILLS

- Use cargo handling facilities
- Apply engineering principles
- Respect maritime law
- Respect International Maritime Organisation Conventions
- Use port facilities and cargo hoisting devices
- Ensure compliance with port regulations
- Ensure public safety & security
- Coordinate dock operations
- Load cargo onto ships
- Operate port communications systems
- Supervise loading of cargo
- Supervise unloading of cargo
- Computer literacy

COMMENTS

To see if and how this occupation is regulated in EU Member States, EEA countries or Switzerland please consult the ESCO occupations pillar in the following link: <https://esco.ec.europa.eu/en/classification/occupation>