

## MARITIME TRANSPORT

### JOB TITLE

# Shipping Agent

### JOB DESCRIPTION

The Ship Agent is the first point of contact for vessels arriving into the port and processes all necessary formalities and declarations in a timely manner to ensure smooth entry and departure of ships assigned. The Ship agent ensures full compliance to statutory formalities and factual declarations, liaise with clients on status of cargo clearance, shipowners and shipping lines and process all formalities and declarations in a timely manner to ensure smooth entry or departure of ships assigned.

### KNOWLEDGE AREAS

- Middle education in Maritime transport
- Computer literacy
- Maritime English
- Business communications skills (written and oral)
- Maritime business
- Knowledge certified by specific maritime brokerage documentation
- Custom regulation
- Banking activities
- Financing

### 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>

### SOFT SKILLS

- Ability to receive multiple inputs
- Multi-tasking (simultaneous tasking capability)
- Flexibility (perform services in a flexible manner)
- Compliance with norms/ integrity
- Ability to take initiatives and make decisions
- Written and verbal communication skills
- Negotiation
- Intercultural competence
- Ability to adapt to different situations, environments and people
- Social sensitivity
- Customer experience analysis
- Self-motivation
- Self-confidence

### HARD SKILLS

- Basic knowledge of charter policy and cargo handling
- Commercial knowledge on brokerage & chartering
- Traffic management
- Principles of waterway & traffic management, including situational awareness
- Regulatory requirements
- Provide advice to clients in terms of import & export restrictions
- Ensure compliance with port regulations
- Keeping updated on current customs regulations
- Create import-export commercial documentation
- Liaise with transportation services
- Prepare bills of lading