



COSCO SHIPPING Lines (NETHERLANDS) B.V. is the Dutch office of COSCO SHIPPING LINES. COSCON is a container shipping company with increasing capacity and belongs to the world top 5 global carriers.

Through dozens of trade lanes, over 100 of ports worldwide are connected. Several weekly services from Rotterdam to e.g. Far East and the U.S.A. are handled at our local office. We arrange COSCONs' sales and marketing activities and arrange full service concerning all (container) vessels to the Netherlands.

Within COSCO SHIPPING Lines (Neth.) B.V., the Outward Operations and Documentation Department is responsible for arranging the daily operations and documentation for Export of containers from Rotterdam and for bookings made via other NW-European ports and Cross Trades Worldwide. Further transshipment containers are arranged when the on carriage connection is made by Trunk vessel.

Due to the departure of one of our colleagues at the Documentation department, we are looking for a fulltime

Operator Documentation (M/F)

ACTIVITIES / GOALS

- Asking for B/L instructions to customers
- Together with the back office making sure all draft bl's are send on time to the customers, within 8 hrs after receiving the SI from customer.
- Sending final bl's and invoices after sailing by post or email to customers.
- Complete the whole vessel within 5-7 days after departure
- Responsible of releasing containers at port of discharge via Telex Release
- Change of Destination requests (COD)
- Checking CN24 manifest closing and EOV
- Checking AMS filling for USA service
- Has to be cautious with providing the right information to the right customer

EDUCATION AND EXPERIENCE

- MBO 4 working and thinking level (diploma "manager Haven Logistiek" is preferred)
- 1-2 years of working experience in a similar working environment is a pre.
- Some experience in export/shipping documentation
- Fluent Dutch and English, both written and spoken
- Knowledge of German language is a pre (spoken)

COMPETENCIES

- team player
- accurate
- good communication skills
- able to work under pressure
- feeling for customer service
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INTERESTED?

For questions and additional information, please contact: recruitment@coscon.nl
We would like to receive your motivation and resume via e-mail.

ACQUISITION WILL NOT BE APPRECIATED!