



Akij Resources

Asst./Deputy Managers- Agency Operation

Application Deadline: **2 Feb 2025**

Summary

Vacancy: --

Age: **30 to 40 years**

Location: **Dhaka**

Salary: **Negotiable**

Experience: **At least 5 years**

Published: **26 Jan 2025**

Applicants are encouraged to submit **Video CV**.



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Requirements

Education

- Bachelor/Honors, Master of Business Administration (MBA)

Experience

- At least 5 years
- The applicants should have experience in the following business area(s):

Shipping, Group of Companies

Additional Requirements

- Age 30 to 40 years
- Minimum 5 years in the shipping industry .

Responsibilities & Context

- Responsible for coordination with owners, charterers, vessel and consignee
- Develop and implement operational strategies aligned with business goals.
- Identify and implement process improvements and cost-saving measures for enhanced efficiency.
- Ensure adherence to shipping regulations, industry standards, and safety protocols.
- Develop and implement emergency response plans for crisis situations.
- Track operational performance using KPIs and provide regular reports to management.
- Stay updated on technological advancements and leverage them for operational efficiency.
- Foster a culture of continuous improvement and provide training and development opportunities.

- Complete all needed Operation activities of the Port, C&F, Customs, Mercantile Marine Office, shipping office and other regulators' offices.
- Manage issues that arise from cargo operations and customs clearance.
- Oversee billings and accounting for clients such as port d/a, port authority, Ship owners and shipping lines, consignee and others.
- Prepare and analyze reports on ship agency activities.
- Liaise with freight forwarders, Ship owners, Shipping lines, Agents and Customers.
- Update vessel status/discharging status at Port authority website.
- Update daily position of vessel to respective concern.
- Prepare all kind of calculations/accounts related to voyages for management, charterers and preparing required cargo documents such as Bills of lading, SOF, etc., when needed.
- Follow up vessel loading /discharging and prepare calculations for Freight, Laytime/Demurrage.
- Obtain NOC from Mercantile Marine & Shipping office, Port & Custom.

- Perform mail correspondences with respective dept/parties /organization.
- Import General Manifest (IGM) Submission to Custom.

Skills & Expertise

Excellent communication skill

Interpersonal Skills

Negotiation Skill

Port Agency or Shipping Sector

Shipping Industry Preferable

Shipping Liners or Shipping Agencies

Shipping Operation

Team Leadership

Compensation & Other Benefits

- Provident fund, Weekly 2 holidays, Insurance, Gratuity
- Lunch Facilities: Partially Subsidize
- Salary Review: Yearly
- Festival Bonus: 2

Workplace

Work at office

Employment Status

Full Time

Gender

Only Male

Job Location

Dhaka

Job Highlights

This role is responsible for the overall management and optimization of shipping operations. It involves coordinating with stakeholders, ensuring regulatory compliance, and developing strategies to improve efficiency and profitability.

Company Information

Akij Resources

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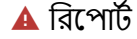
Address:

198 Bir Uttam Mir Shawkat Sarak, Dhaka 1208

Business:

Akij Resources Limited also known as ARL was founded in April 2020 with a mission to ensure best quality products and services to the customers through continuous improvement that benefits society and environment.

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