

<b>Company Name</b>	<b>WEST QUAY MULTIPORT PVT LTD</b>
<b>Location</b>	Vizag
<b>Position</b>	Shift Manager- Operations
<b>Qualification</b>	Graduation / Diploma
<b>Experience</b>	3 + yrs post qualification experience Port Services
<b>Key Roles &amp; Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Assist the WQMPL Operations Manager and Planning Team in the day-to-day supervision of Operations at WQMPL, ensuring that the shift intake/dispatch plan is delivered through expedient planning and effective use of the available staff, equipment and service providers.  Managing vessel loading and discharge operations where ships are to berth and the terminal is required to load/discharge it safely with minimum turnaround time. To brief and guide the onboard/yard supervisor and other persons in his team in getting the work done</li> <li>2. React to operational changes, making and implementing 'off plan' decisions, highlighting details of action taken in the daily shift report. Ensure that the shift report is discussed with following shift team during post shift handover, and that Management and Planning teams are informed of any significant changes to the shift plan.</li> <li>3. Prepare vessel discharge/loading plans that comply with requirements of the BLU Code whilst best utilising Port resources. Circulate plans via vessel agents, obtaining Vessel acceptance ahead of arrival and obtaining signature from Master. Update cargo operations plan if necessary, ensuring that revisions are both agreed and signed off by Vessel.</li> <li>4. Close liaison with operations staff and 3<sup>rd</sup> party service providers during cargo operations, equipment movements etc, ensuring compliance with the provisions of BLU Code and ISPS Code.</li> <li>5. Liaise closely with the WQMPL Engineering Department, ensuring that equipment is available/cleaned to allow planned maintenance to be effectively carried out, therefore minimizing operational disruption whenever possible.</li> <li>6. Monitor the activities of service providers highlighting and recording any issues and recommending improvements to the Operations Manager.</li> </ol>

7. Ensure that damages and accidents/incidents are investigated and documented in line with Company procedures. Ensure that necessary reports are completed and that recommendations for improvement are reviewed and implemented where appropriate. Whenever possible, mitigate the Company's liability by negotiating damage settlements with Vessel Master.
8. Work with Port Management Team to develop ISO 9001:2008 Quality Management System as required under the BLU Code, participating in internal/external audits when requested.
9. Monitor the environmental impact of Terminal operations, ensuring that all operations are carried out and recorded in accordance with local Environmental Policy.
10. Assist the WQMPL Operations Manager the preparation, delivery and submission of annual PDR's and half-yearly reviews; and effectively communicate to staff through monthly Team Talks/Staff meetings.
11. Foster a culture of resource efficiency within shift team, operating Capital Equipment if/when requested.