

Company Name	WEST QUAY MULTIPOINT PVT LTD
Location	Vizag
Position	YARD/ONBOARD OPERATIONS SHIFT SUPERVISOR
Qualification	Graduation / Diploma
Experience	3 + yrs post qualification experience Port Services
Key Roles & Responsibilities	<ol style="list-style-type: none"> 1. Assist the WQMPL Operations Manager, Shift manager and Planning Teams in the day-to-day planning of cargo receipt, placement, including the forward shipping schedule and re-delivery at WQMPL, ensuring that the receipt/dispatch plan is delivered through expedient planning and effective supervision. Provide additional Relief cover for the Operation shift manager. Shall be responsible for onboard vessel operations and liaison with Vessel crew and Master during the discharge and loading operations of the vessel in the particular shift. Should be responsible for collection and submission of daily reports, deployment of onboard labour for vessel completion. 2. Ensure a timely and coordinated approach to the discharge, storage and despatch of cargoes handled at WQMPL. Adopt a flexible and pro-active approach to working hours and responsibilities when required. 3. Further establish and develop working relationships with WQMPL Operations/Engineering team, WQMPL customers, ships agents, vessel crew and stevedores. 4. Preparation of a daily operations plan incorporating shipping (intake) programme, cargo placement within the stockyard, cargo re-delivery timetable and resource availability. 5. Liaise and work under the operation shift manger and other team members to ensure the full delivery of the daily plan, reacting to variances whenever necessary. Utilise information recorded on daily shift reports to improve and amend the planning/operational process. 6. Carry out regular physical stockpile checks in the Terminal/stockyard ensuring expedient use of resources. Identify any issues that may affect the quality of cargo and implement measures to address these concerns, ensuring the integrity of stockpiles is maintained. 7. Transposing all rail and road weighbridge weights into stock removal records and these records to operational shift manger in a weekly stock report or as requested. Interrogation of

weighbridge software / printouts when formulating vessel outturn figures monitoring overloads.

8. Logging and submitting charging instructions to the operational shift manger, including outturns, , additional works and storage charges.
9. Investigation of quality/quantity complaints, establishing route cause and recommending corrective actions. Ensure that all complaint investigations are recorded and adequate financial provisions are made where applicable – i.e. cargo damage/loss. All preventive and corrective actions to be recorded on an incident report.
10. Oversee Terminal site/equipment cleaning operations, liaising with the Operations Team to ensure that adequate labour resources are planned/available, ensuring that equipment is available/cleaned/maintained, minimising operational disruption whenever possible.
11. Monitor the activities of service providers highlighting and recording any issues and recommending improvements to the Operations Manager.
12. Assist the WQMPL Operations Manager the preparation and implementation of site risk assessments and safe systems of work / procedures associated with operations. Ensure that these procedures are effectively communicated and regularly audited on site (minimum of 2 audits per month).