



PO Box 68, Port Vila, Vanuatu – Telephone (678) 29711

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**Shipping Operational Manager Job Description**  
**Ifira Shipping Agency have a position available**

We are looking for an ambitious and self-driven Shipping Operational Manager to join our team. As a Shipping Operational Manager, you will be responsible for planning, implementing and managing our routine shipping and distribution operations on a day-to-day basis. Your main duty will be to ensure secure, accurate, timely and productive shipping processes.

**Shipping Manager duties and responsibilities**

- Plan and implement overall shipping strategy
- Use shipping software to organize shipping activities
- Oversee the whole shipping process
- Supervise and oversee shipping team members
- Set and control shipping and distribution budget
- Build and maintain professional relationships with relevant internal and external stakeholders (such as suppliers etc)
- Identify shipping issues and implement solutions in a timely manner
- Create and present reports for upper management
- Ensure all ship administrative, engineering and hull maintenance routines are programmed in consultation with relevant department in Ifira group of companies.
- Ensure ISA operates within the Maritime rules and regulations in Vanuatu Shipping Managers requirements and qualifications
- 10 -15 years of experience as a Shipping or logistics Manager or similar Role knowledge or ability to understand logistics operations and shipping procedures and documents
- Hands on experience with shipping and distribution software an advantage, Hands on experience in budgeting and reporting
- Good leadership skills
- Critical thinker and problem – solving skills
- Exceptional organizational and time – management skills
- Bachelor of Arts in supply chain Management logistic or similar relevant field would be an advantage

**Requirements:**

Position Type: 3 years  
Job Type: Experienced  
Salary: To be discussed

**Contact details:**

Send in your Applications to:  
Michel Kalworai /7349818/29711  
Secretary  
Ifira Trustee Board of Directors  
Box 68  
PORT VILA

Or email: [losak@ifira.com.vu](mailto:losak@ifira.com.vu)