

JOB DESCRIPTION

Exports Manager	Position Type:	Hours / Week:
Reports To: Chief Executive Officer	Full Time <input checked="" type="checkbox"/>	45
Department /Division: Cargo	Part Time <input type="checkbox"/>	
Location: NBO	Casual <input type="checkbox"/>	
Level / Grade:	Job Code:	
	Job Grade:	

1. Job Purpose:

To ensure that the Cargo operational procedures are implemented, properly executed and systematically monitored to meet the objectives of the customer, regulatory and AFS requirements.

2. Accountabilities:

Operational

- Provides an effective level of oversight to ensure smooth, timely and cost-effective handling of cargo and mail services to all clients.
- Ensures the Terminal Building and all facilities are maintained in first class condition, including the Cold Chain.
- Brings to the attention of the CEO any matters that might adversely impact the business.
- Ensures adequate levels of sufficiently qualified and experienced staff are available to ensure daily operations function efficiently and cost-effectively.
- Ensures adequate types and quantities of Handling Equipment are serviceable and deployed throughout the Terminal to ensure service levels and Key Performance indicators are consistently and costs-effectively achieved.
- Ensures proper handling, use and maintenance of all cargo handling equipment.
- Liaises as the principle point of contact with customer and all Government Agencies including but not limited to Customs, KEBS and KEPHIS.
- Ensure that Customs, security and other regulatory requirements are implemented and consistently enforced.
- Ensures all documentation, data capture and cargo processes are correctly and consistently undertaken maintained and updated as require.
- Maintains compliance with all local and international policies and procedures they apply to Cargo Terminal and various operation services provided.
- To oversee the Administrative office concern related to daily operations such a Purchasing, Statistics of Cargo, Human Resources, etc.

- Implements and maintain a process of continual improvement to ensure staff training needs are identified and implemented cost-effectively and in a timely manner;
- Proactively engages in all Marketing and Business Development activities;
- Ensures a clean and hazard-free working environment is consistently maintained;
- Resolves successfully all business related issues with staff, customers and Government or Regulatory Agencies;
- Issues such reports as may be assigned by the CEO or as may be necessary in the discharge of his duties;
- Undertake such other activities as may be required and assigned to him by the Company through the CEO from time to time;
- Comply with all applicable safety, security, customer and performance standards.

3. Safety, Quality & Security Responsibilities

- Responsible for the day to day implementation of safety, health, security and quality standards in your operational areas.
- Ensure the safety, health and welfare at work of all staff in your department.
- Ensure day to day administration, maintenance and prioritization of the SMS and Security management systems as well as all applicable regulatory requirements and internal policies as documented in the areas they manage.
- Ensure the provision and maintenance of plant and systems and procedures of work that are safe and without risks to health;
- Ensure arrangements are in place for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Facilitate the provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of every person in your department
- Ensure the maintenance of any workplace under your control, in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks to health;
- Ensure the provision and maintenance of a working environment for every staff within your department that is, safe, without risks to health, and adequate as regards facilities and arrangements for the employees welfare.
- Inform all persons employed of any risks from new technologies; and imminent danger
- Ensure that every staff within your department participates in the application and review of safety and health measures.
- Carry out risk assessment in your department and maintain a Risk Register.
- Adopt preventive and protective measures to ensure that under all conditions of their intended use, all chemicals, machinery, equipment, tools and processes under your control are safe and without risk to health and comply with the requirements of safety and health provisions;
- Stop any operation or activity where there is an imminent danger to safety & health and to evacuate all persons employed in line with the company, airline and JKIA Emergency Response Plan.
- Promptly conduct investigations into accidents and incidents occurring in your area of

responsibility.

- Ensure all audit findings are closed within the stipulated timelines;
- Ensure corrective and preventive actions are implemented and monitored for effectiveness;
- Review the operating processes and procedures on regular basis for continual improvement.

4. Qualifications, Experience and Skills:

Qualifications

- Minimum Diploma with industry related training;
- Thorough working knowledge of cargo operations, IATA regulations/procedures;
- Communication and interpersonal skills;
- Good report writing skills;
- IT literate;
- Experience in documentation procedures;
- Experience in QMS implementation & working experience on ISAGO is an added advantage.

Previous Experience

- Minimum of 10 years' experience in the airline industry.
- Proven management experience in the ground handling business.

Job Specific Skills

- Good spoken and written English language skills.
- No record of drug and/or alcohol dependency
- No Criminal record
- Reliable time and attendance record.

5. Competencies:

- Communication
- Decision making
- Problem solving
- Ability to multi-task
- Quick learner