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Shipping Operations Manager | ManpowerGroup Middle East Dubai

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Location: dubai

Category: other-general

Shipping Operations Manager | ManpowerGroup Middle East Dubai

Manpower is the global leader in Outsourcing and permanent recruitment workforce solutions. By leveraging our trusted brands, we have built a deeper talent pool to provide our clients access to the people they need, faster.

A Shipping Manager is a professional who oversees daily shipping and distribution operations. They are responsible for tracking orders, managing shipping documents, directing package flow, and ensuring timely delivery of complete orders.

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Duties and responsibilities:

Reviewing shipping schedules to ensure that routes are planned effectively, taking into consideration factors such as time zones and seasonal weather patterns

Overseeing the hiring, training, and management of shipping staff, including mechanics, dispatchers, and dockworkers

Developing and implementing policies to ensure safety on the job for shipping staff

Monitoring weather conditions to ensure that vessels do not run into hazardous conditions

Conducting physical inspections of vessels to ensure that they comply with maritime laws and regulations

Coordinating with customs officials to ensure that cargo is properly inspected and documented prior to unloading

Monitoring cargo inventories to ensure that precious metals or other valuables are protected

from theft

Ensuring that freight has been loaded securely on vehicles and is protected against damage during transport

Ensuring that cargo is delivered on time by managing the schedule of shipping carriers and arranging or backup transportation in case of delays

Use software to track, check, prioritize and route orders

Manage all important documents such as advanced shipping notice, pick slips, bills of lading etc.

Direct the flow of packages from preparation to shipment

Inspect labels, barcodes and other features of completed orders

Supervise and lead subordinates (receiving clerks, order pickers etc.)

Control budget of the shipping department

Collaborate with warehouse, purchasing and other managers to optimize processes

Resolve issues regarding shipped orders

Ensure compliance to legal regulations and company policies

Report to management on activities and issues

Requirements and skills:

High school diploma; BSc/BA in supply chain, logistics or relative field is a definite plus

Minimum 10 years experience in oil / tanker shipping operations

Proven experience as shipping manager

Solid knowledge of logistics procedures

Experience in preparing shipping documents

Computer savvy with excellent knowledge of MS Office (especially Excel)

Good understanding of budgeting and reporting

Experience in directing and evaluating subordinates

Excellent organizational and communication skills

Attention to detail

Problem-solving abilities

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