

PR/110877 | Asst Managaer - Sea Freight Forwarding

Job Information

Recruiter
JAC Recruitment India

Job ID
1623968

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Assistant Manager – Sea Freight Forwarding
Department: Logistics / Freight Forwarding
Reporting To: Manager / General Manager – Logistics & Freight Forwarding
Location: Tumakuru / Bengaluru, Karnataka

Job Purpose
To independently manage and coordinate export and import sea freight operations, ensuring timely bookings, documentation, customs coordination, shipment execution, customer communication, cost control and delivery in accordance with company procedures and customer requirements.

Key Responsibilities
1. Export Sea Freight Operations

- Manage end-to-end export shipments from booking to vessel departure.
- Coordinate with shipping lines, NVOCCs, freight forwarders, CHA/customs brokers, CFS/ICD and transporters.

- Obtain and compare freight quotations and negotiate competitive ocean freight rates.
- Plan container requirements based on cargo volume, dimensions and weight.
- Arrange vessel bookings and monitor confirmations, schedules, cut-off dates, SI and VGM deadlines.
- Coordinate container positioning, stuffing, movement to port/CFS and shipping instructions.
- Manage rollovers, shut-outs, port congestion and schedule changes.
- Coordinate special equipment including Flat Rack, Open Top, High Cube and Reefer containers when required.
- Handle SOC/COC container movements as applicable.

2. Import Sea Freight Operations

- Coordinate import shipments from overseas origin through final delivery.
- Follow up with overseas agents, shipping lines and customers for pre-alerts and shipping documents.
- Verify BL, commercial invoice, packing list, COO and other import documents.
- Coordinate customs clearance with CHA and delivery with transporters.
- Monitor ETA, vessel arrival, DO availability, customs clearance and delivery status.
- Ensure timely return of empty containers and minimize detention/demurrage.

3. Documentation & Compliance

- Review and coordinate Bill of Lading, Shipping Instructions, Commercial Invoice, Packing List, Certificate of Origin, VGM, Shipping Bill/Bill of Entry and DG declarations where applicable.
- Ensure documentation accuracy and timely submission.
- Coordinate with CHA/customs consultants on clearance issues and queries.
- Ensure compliance with customs, DG, shipping-line and port requirements.
- Manage documentation for special, project and out-of-gauge cargo.

4. Customer & Stakeholder Coordination

- Act as the primary operational contact for assigned customers and provide regular shipment updates.
- Understand customer requirements and ensure service commitments are met.
- Coordinate with sales, packaging, warehouse, procurement and finance teams.
- Resolve operational issues and customer complaints promptly.
- Escalate critical issues including vessel rollovers, customs delays, port congestion and documentation discrepancies.

5. Overseas Agent & Shipping Line Management

- Maintain effective communication with overseas agents and global logistics partners.
- Obtain sailing schedules, rates and routing options.
- Negotiate with shipping lines and freight forwarders for competitive rates and space.
- Maintain relationships with major carriers including Maersk, MSC, CMA CGM, Hapag-Lloyd and ONE.
- Monitor carrier reliability, transit time and cost performance.

6. Cost Control & Billing

- Obtain and evaluate freight and local-charge quotations and ensure agreed rates are applied.
- Monitor freight, THC, documentation, CFS, transportation, detention/demurrage and other logistics costs.
- Verify vendor invoices against agreed quotations and purchase orders.

- Coordinate timely customer billing and vendor payments with finance.
- Identify opportunities for freight-cost reduction.

7. Shipment Tracking & MIS

- Maintain accurate shipment records and trackers from booking through final delivery.
- Prepare MIS reports covering shipment volumes, freight costs, transit time, carrier performance, on-time performance, detention/demurrage, pending documentation and customer complaints.
- Provide management with operational updates and exception reports.

8. Team Management

- Supervise and guide executives/coordinators handling sea freight operations.
- Allocate work and monitor daily operational activities.
- Train team members on freight-forwarding procedures and documentation.
- Ensure SOPs and internal controls are followed.
- Support operational process improvements and team productivity.

Required Experience

- 6–10 years of experience in sea freight forwarding/logistics.
- Strong experience in export and import FCL operations.
- Experience working with shipping lines, CHA/customs brokers, CFS/ICD and transporters.
- Industrial/project cargo experience is advantageous.
- Experience with DG cargo, OOG cargo, special equipment and SOC shipments is preferred.
- MNC or international freight-forwarding experience is desirable.

Educational Qualification

- Graduate in any discipline.
- Diploma/Degree in Logistics, Supply Chain Management, International Trade or a related field is advantageous.

Key Skills

- Strong knowledge of sea freight forwarding and international logistics.
- Good understanding of Indian export/import customs procedures.
- Excellent documentation, negotiation and vendor-management skills.
- Good knowledge of shipping-line processes and port operations.
- Strong communication, customer-management, analytical and problem-solving skills.
- Proficiency in MS Excel, Word, Outlook and logistics/ERP systems.
- Ability to work under pressure and manage multiple shipments simultaneously.

Key Performance Indicators (KPIs)

- On-time booking and shipment execution.
- Booking confirmation and space availability.
- Documentation accuracy.
- On-time vessel connection.
- Freight-cost competitiveness.
- Reduction of detention/demurrage.
- Customer satisfaction and shipment exception resolution time.

- Vendor/carrier performance.
- Team productivity and operational efficiency.

Preferred Candidate Profile
The ideal candidate will be hands-on, commercially aware and capable of independently managing the complete sea-freight cycle. The person should be comfortable dealing directly with shipping lines, customers, CHA, transporters and overseas agents, and able to make timely decisions during operational disruptions such as rollovers, shut-outs, port congestion, customs issues or documentation discrepancies.

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Company Description