

## **POSITION: SHIPMENT CLERK**

### **BASIC FUNCTION OF POSITION**

Serves as Shipment Clerk under the supervision of the Shipping Supervisor of the GSO;C&S section, prepares and types all documents relating to incoming and outgoing shipments of UAB/HHE and POV and US Government property and processes them as Customs Expeditor at the Customs Office. Processes and renews the Third Party Insurances and registrations of mission's official and personal vehicles.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Prepares Customs Import/Export Declarations and physically processes shipments at the Customs House. Hand carries documentation to the Myanma Port Authority/Customs warehouses for release of inbound shipments. .. 25 %

Checks inbound manifests and monitors Embassy cargo arrivals with all Shipping Lines and reports to the Supervisor. Processes amendments for irregular shipping documentation, which hinders release of shipments with Shipping Agency Department and the Myanmar Customs. Inspects inbound cargo for locations and conditions of cargo and extent of damages if any. Checks and picks up Airway Bills from various airlines for incoming air shipments. ...15%

Oversees HHE/UAB and Consumables delivery at residences. Processes with Customs the unnoted Import ID for Commissary's frozen shipments and picks up at the airport upon arrival...5%

Physically processes Mission's official and personal vehicles. Maintains vehicles and monitors validity of registrations and processes renewals. Processes change of title etc., and deregistration of vehicles for export..... 10%

Prepares diplomatic notes for driving licenses and processes Burmese driving licenses at the Department of Road Transport Administration for newly arrived mission employees. Keeps track of validity of the mission employee's driving licenses and renews them accordingly. ..5%

Processes and clears all inbound Embassy shipments including official and personal shipments from Myanma Port Authority' premises... 25%

Assists the Junior Shipping Assistant in processing sale of Mission's official vehicles to the host Government. Follows up with ECC for assessment and valuation of vehicles for disposal....5%

Performs routine clerical work in the C&S office, including typing, filing of various documents and other duties as may be assigned by the General Services Officer. ...10%