

DESIGNATION	SENIOR MANAGER, RESOURCES AND DEVELOPMENT
DEPARTMENT	CONTAINERISED CARGO
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> 1) Planning, monitoring and control of overall KPI's and costs for resource deployment to be at optimum level inclusive of; <ol style="list-style-type: none"> i) Manpower - overtimes, leaves and MC's ii) Equipments - availability, fuel consumption 2) Monitor and ensure staff and other resources are deployed effectively and efficiently as to avoid unnecessary wastages. 3) Develop, establish and further review of SOP's for logistic-related operations e.g re-fueling process, shuttle vans operations, cabin cleaning contract. 4) Managing logistic and infrastructure matters raised by Government agencies e.g Customs, MAQIS, SWCorp etc. 5) Managing contract matters for and act as Superintending Officer for respective section e.g Fuel Supply, Shuttle Vans, Cabin Cleaning, Maintenance of Communication Sets. 6) Collaborate with Facilities Department for planning, managing any CAPEX project or infrastructure R&M to ensure completed timely. 7) Preparing justification paper for ROF, unbudgeted or additional fund requests that relevant to Containerised Cargo Department. 8) Assisting HOD to prepare annual Establishment/Operation/Capital Expenses budget for following year relevant to Containerised Cargo Department. 9) Assisting HOD to prepare annual Establishment/Operation/Capital Expenses budget for following year relevant to Containerised Cargo Department. 10) Assisting HOD in preparing project/proposal/recommendation paper and operational update to BOD and EXCO for Containerised Cargo Department. 11) Weekly/Monthly engagement with following departments:

	<ul style="list-style-type: none"> I. Facilities Dept. for all R&M works at NBCT II. Engineering Dept. on PM and trailers R&M status III. Project Section for new development or project at NBCT IV. IT dept or any IT Devices (VMT, HHT, MC45) issues <p>12) Review and endorsement any new application of haulage company to operate the Container terminal within a week.</p> <p>13) Monthly engagement with Union representatives on any resource and logistics matters.</p>
<p>JOB REQUIREMENT/COMPETENCY</p>	<p>Academic Qualification Degree in Business Management, Logistics or equivalent</p> <p>Certified in Chartered Institute of Logistics and Transport will be an added advantage</p> <p>Knowledge/Skill competencies/Leadership</p> <ul style="list-style-type: none"> 1) Proficient in Microsoft Office 3) Excellent communication skills in Bahasa Malaysia and English 4) Good communication and people management skills 5) Excellent negotiations skills 6) Managerial and Leadership skills <p>Other requirements</p> <p>Minimum 7 years experience in relevant field.</p>
<p>APPLICATION PROCESS</p>	<p>Please submit your application letter along with your Resume/CV to:</p> <p style="text-align: center;">PENANG PORT SDN BHD NO. 1, PESARA KING EDWARD 10300 GEORGETOWN PULAU PINANG (U/P:Staffing Unit, Human Resources Department)</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Email : recruitment@penangport.com.my BEFORE/ON : 17.08.2020</p>