

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A:**JOB PROFILE**

POSITION	
Position title:	Shipping Administrator
Department:	Supply Chain
Reporting to:	Supply Chain Manager
About the Company	Alaris Antennas is a pioneering force in RF (Radio Frequency) and microwave technology, driving innovation at the intersection of global defense and communications. We design and manufacture cutting-edge solutions that power critical communication and monitoring systems worldwide, pushing the boundaries of technological excellence.
Job Purpose	We are seeking a dedicated and detail-oriented individual who can effectively manage the shipping processes and support our logistics operations.
REQUIREMENTS	
Minimum education (essential):	Grade 12
Desired Qualifications (Advantageous):	Diploma in Logistics/Warehousing/Shipping would be advantageous
Applicable work experience:	4-6 Years
Required nature of applicable experience:	Company engaged in Manufacturing, Defense, Aeronautics, Automotive Telecommunications industries.
Computer literacy (essential):	MS Office, Intermediate Excel
Computer literacy (suggested):	Microsoft Dynamics NAV
Language proficiency:	English
Other requirements:	➤ Proactive and results-oriented with the ability to meet deadlines. ➤ Collaborative team player with strong organizational skills. ➤ Strong analytical mindset for process improvement. ➤ Effective communication and conflict resolution skills. ➤ Adaptable to changing priorities and a fast-paced work environment. ➤ Commitment to maintaining high standards of accuracy and quality. ➤ Negotiation skills
KEY RESPONSIBILITIES	
Shipping Administration	• Coordinate the end-to-end shipping process for sales orders, sample units, trial units, engineering items, documentation, returns, and other company shipments. • Obtain freight quotations from approved carriers and freight forwarders, evaluate options, and recommend the most cost-effective and appropriate shipping solution. • Arrange and book domestic and international collections and deliveries for both import and export shipments. • Prepare and verify all shipping documentation, including commercial invoices, packing lists, waybills, export documentation, and other transport-related documentation. • Ensure compliance with customs, import/export regulations, and company shipping procedures.

	• Liaise with freight forwarders, courier companies, customs brokers, suppliers, customers, and internal departments to ensure timely movement of goods. • Monitor shipment progress, proactively communicate shipment status, and resolve shipping delays, damages, or documentation discrepancies. • Maintain accurate shipping records, freight cost information, and shipment tracking data. • Support continuous improvement initiatives by identifying opportunities to improve shipping efficiency, cost, and service delivery. • Ensure all shipping activities comply with company quality, safety, and regulatory requirements
Stock Control	• Monitor inventory levels and assist with restocking shipping supplies. • Maintain custody of finished goods inventory, ensuring products are stored safely, accurately identified and labelled, and managed in accordance with company stock control and housekeeping standards
Continuous Improvement	• Develop and implement process improvements that enhance shipping efficiency • Generate detailed performance reports and strategic recommendations for senior leadership • Collaborate with the team to improve shipping processes and efficiency. • Prepare regular reports and performance metrics for shipping activities.