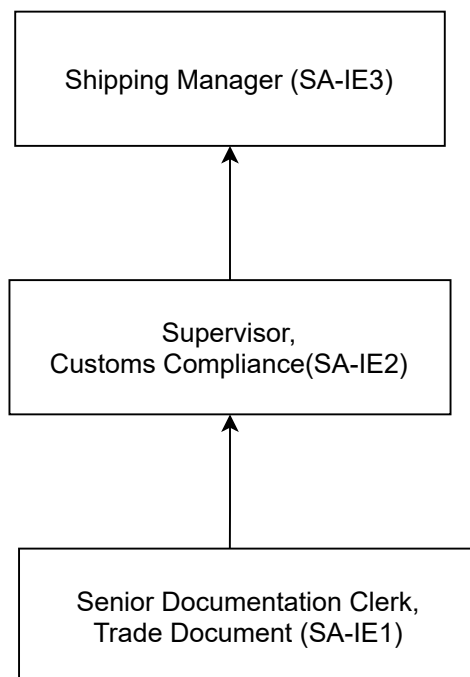


# Progression Pathway for the Logistics Industry

(Supporting and Ancillary Services)

## Import/Export Documentation (IE)



## Import/ Export Documentation

<b>Position</b>	<b>Shipping Manager (SA-IE3)</b>		
Duties	<ul style="list-style-type: none"> <li>• Manage and monitor all import/export and bank documents</li> <li>• Negotiate with freight forwarders, sub-contractors and overseas partners</li> <li>• Ship goods to overseas destinations</li> </ul>		
	Core Competency	Code	Credit
	Plan and design import/export and re-export documents	LOSAIE304B	6
	Carry out customs/excise declaration	LOSAIE401B	3
	Carry out integrated import/export boundary transactions	LOCUIE401B	3
	Execute integrated cross-boundary container trade	LOSAIE402B	3
	Total Credits		15

<b>Position</b>	<b>Supervisor, Customs Compliance (SA-IE2)</b>		
Duties	<ul style="list-style-type: none"> <li>• Manage employees to perform duties effectively</li> <li>• Provide training and manage team performance</li> <li>• Solve the problems of employees and customers</li> </ul>		
	<b>Core Competency</b>		
	Classify commodities for import/export and re-export	LOCUIE305B	3
	Implement boundary customs clearance	LOCUIE304B	3
	Co-ordinate goods to bond/dutiable premises	LOCUIE303B	3
	Apply specialist permit requirements for customs clearance	LOCUIE302B	3
	<b>Non-core Competency</b>		
	Consolidate transport manifest/pre-alert documents	LOSAIE303B	3
	Complete import/export documents	LOSAIE302B	3
	Handle transport documents	LOSAIE301B	6
	Total Credits		24

<b>Position</b>	<b>Senior Documentation Clerk, Trade Document (SA-IE1)</b>		
Duties	<ul style="list-style-type: none"> <li>• Handle daily import and export documents effectively</li> <li>• Provide the best solution to solve customers' problems</li> <li>• Coordinate all stakeholders</li> </ul>		
	Core Competency	Code	Credit
	Prepare transport documents	LOCUIE207B	6
	Verify required proofs and documents according to freight requirements	LOCUIE202B	6
	Handle the documents for DG (dangerous goods), prohibited goods and dutiable commodities	LOCUIE203B	6
	Arrange for customs declaration	LOCUIE204B	3
	Prepare operations documents	LOCUIE211B	3
	Handle customs clearance procedures	LOCUIE205B	6
	Handle sea freight export and import documents	LOSAIE202B	3
	Coordinate courier and express documents	LOSAIE305B	3
	Handle import/export or re-export documents	LOCUIE206B	3
	Handle trading payment documents	LOSAIE204B	6
	Non-core Competency	Code	Credit
	Obtain license for freight operation and make relevant administrative arrangement	LOCUCN204B	6
	Total Credits		51