Phoenix Park Gas Processors Limited

POSITION DESCRIPTION

Position Identification

Position Title:	**Shipping Coordinator**
Department:	Operations – Offsite & Measurement
Status:	Permanent
Position reports to:	Offsite & Measurement Superintendent
Work coordinated by:	Offsite & Measurement Superintendent
Position supervises:	None
Date of completion:	October 2026

Job Summary:

The Shipping Coordinator is accountable for coordinating the safe, efficient, and cost-effective movement of PPGPL products to domestic, regional, and international customers through marine, pipeline, and road transportation channels. The position ensures that product transfer activities are planned, scheduled, and executed in accordance with customer and operational requirements, statutory obligations, and applicable industry standards.

This role contributes to the Company's commercial and operational objectives by optimizing logistics activities, maintaining regulatory compliance, facilitating reliable product delivery, and supporting positive customer relationships. The incumbent is responsible for maximizing vessel and terminal turnaround efficiency, minimizing logistics-related costs and delays, and safeguarding PPGPL's commercial interests through the effective coordination of product distribution activities. The incumbent will also provide support to PPGPL subsidiaries, affiliated companies and Business Development initiatives as required.

Dimensions:

The Shipping Coordinator coordinates the logistics and physical transfer of PPGPL's Condensate, LPG and Natural Gasoline products for export, import, domestic pipeline transfers and Road Tanker Wagon (RTW) deliveries. The role supports the administration of shipping inspection contracts and other logistics-related service contracts required for the safe and efficient movement of products.

The position interfaces with a broad range of internal and external stakeholders, including the PPGPL's Marine Terminal Operators (MTO's), customers, vessel operators, shipping agents, the Customs and Excise Division, port authorities, marine surveyors and other stakeholders to facilitate the timely and compliant execution of product transfer activities.

The Shipping Coordinator also supports the identification and implementation of process improvements aimed at enhancing shipping efficiency, customer service, regulatory compliance and overall operational effectiveness.

Nature & Scope:

The Shipping Coordinator is responsible for coordinating the safe, efficient and compliant movement of PPGPL products to domestic, regional and international customers. The role serves as the primary liaison between customers, vessel operators, shipping agents, customs authorities, terminal operators and internal stakeholders to ensure product transfer activities are executed in accordance with contractual requirements, operational constraints and regulatory obligations.

The incumbent evaluates vessel and shipping documentation, coordinates marine and land-based product transfers, and monitors loading and discharge activities to support timely deliveries and efficient vessel turnaround. The role requires the application of sound judgement in balancing customer requirements, inventory availability, berth constraints, operational priorities and regulatory requirements.

The position supports shipping governance activities through the administration of customs and shipping documentation, validation of shipping-related invoices, and participation in the preparation of shipping budgets and forecasts. The incumbent also supports continuous improvement initiatives and provides technical guidance to Shipping Assistant and other stakeholders as required.

The role requires routine access to marine terminal and dockside areas, including boarding and disembarking vessels to coordinate shipping operations and stakeholder activities.

Health, Safety and Environmental Responsibility:

Every employee has a personal responsibility to exercise reasonable care for their own safety and health and that of others who may be affected by their acts or omissions. Employees are required to comply with the Company's health, safety and environmental policies, procedures and safe work practices, and to actively support the maintenance of a positive safety culture. Further guidance is contained in PPGPL's Safety Manual.

Duties and Responsibilities:

1. **Shipping Logistics Coordination & Vessel Scheduling**
    I. Coordinate and maintain vessel loading schedules based on approved cargo nominations, product availability and terminal capacity, and vet nominated vessels against berth, classification, seaworthiness, contractual requirements, insurance, and safety requirements prior to berthing.
    II. Monitor and ensure vessel compliance with PPGPL Dock and Harbour Regulations and the requirements of loading facilities leased or utilized by PPGPL and support the review and update of related procedures and manuals as required.
    III. Obtain cargo loading and statutory clearance, and coordinate pre-loading alignment, dockside instructions, laytime monitoring, and verification of ullage and inspection reports. Prepare, review and validate required shipping and customs documentation to support regulatory clearance and contractual delivery requirements.

2. **Laytime, Demurrage & Financial Administration:**
    I. Monitor and optimize laytime performance, prepare demurrage calculations, initiate purchase requisitions in Oracle Enterprise Asset Management, review shipping-related invoices, and support the preparation and monitoring of shipping operating budgets and expenditure forecasts.

3. **Statutory, Regulatory & Customs Governance:**
    I. Coordinate compliance with Customs & Excise, Immigration, Port Health, and Ministry of Trade requirements including the renewal and maintenance of export/import licenses, customs licenses, EUR (movement certificate)/C82 documentation required for shipping operations.
    II. Lead the technical evaluation of shipping-related contractors and service providers and contribute to contractor selection, performance reviews and procurement processes in accordance with Company procedures.

4. **Offsite, Pipeline & Domestic Product Logistics Oversight:**
    I. Obtain LPG demand forecasts and coordinate delivery schedules to ensure the timely and efficient distribution of products to domestic customers.
    II. Schedule Road Tanker Wagon (RTW) loading activities, and domestic pipeline transfers to ensure the safe, efficient and timely delivery of products to customers.

5. **Stakeholder Negotiation, Continuous Improvement & Departmental Support:**
    I. Serve as the primary liaison between vessel agents, port authorities, customers, and internal stakeholders to coordinate shipping activities, support the resolution of loading issues and claims, and assist with updates to dock regulations in accordance with OCIMF and SIGTTO standards.
    II. Participate in operational committees in accordance with assigned Team Charters and contribute to the achievement of departmental Key Performance Indicators (KPIs).
    III. Provides job-related guidance and training to Shipping Assistants and Marine Terminal Operators, as required, to support operational requirements.

6. **Collaboration & Organizational Support**

    I. Leads and/or participate in committees, cross-functional teams and special initiatives, as required, in accordance with assigned responsibilities, work plans and/or team charters.

Job Specifications:

Minimum Acceptable Academic Qualification

1. Institute of Chartered Shipbrokers Diploma in Shipping or related international shipping qualification and;
2. Trinidad & Tobago Customs & Excise Brokers Association Grade II License or a Customs Boarding Clerk License or equivalent.

AND

Minimum Number of Years of Relevant Experience

1. Five (05) years' practical experience in a shipping agency/marine terminal operation.

OR

Minimum Acceptable Academic Qualifications

1. Trinidad & Tobago Customs & Excise Brokers Association Grade II License or a Customs Boarding Clerk License or equivalent.

AND

Minimum Number of Years of Relevant Experience

1. Ten (10) years' practical experience in a shipping agency/marine terminal operation.

Specific Skills and Knowledge:

- International Maritime & Shipping Law: Professional working knowledge of international shipping law, charter party terms, laytime/demurrage mechanics, and marine insurance.
- Vetting & Maritime Standards: Comprehensive command of vessel vetting protocols, OCIMF (Oil Companies International Marine Forum), SIGGTO (Society of International Gas Tanker and Terminal Operators), ISPS (International Ship and Port Facility) Code, and terminal dock & harbor regulations.
- Financial & Customs Systems: Practical knowledge of Oracle EAM/Financials, ASYCUDA customs portal, vessel tracking software, SCM (Supply Chain Management) procurement, and shipping OpEx (Operating Expense) budget administration.
- Commercial Negotiation & Coordination: Strong interpersonal, reasoning and negotiation skills to address loading-related matters, Letters of Protest and regulatory requirements in collaboration with relevant stakeholders.

Disclaimer

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified"