


Gate Clerk

 Trieste, Via degli Alti Forni snc.

 HHLA PLT Italy S.r.l.

 Transport/Logistics/Container Handling



Position:

The gate monitors and controls the entry and exit operations of vessels in the port area.

Purpose of the job:

- Actively follow and promote company safety and security policies and ensure that employees and visitors do the same. These policies must be adhered to at all times within the port environment.
- Assist companies/transport agents in creating, modifying and cancelling appointments.
- Validating the appointment or 'checking in' the truck visit at the documentation centre and troubleshooting system updates or any other minor issues.
- Using the company's systems, perform any manual updates related to any gate phase, if necessary.
- Create, monitor and adjust appointments in the company system related to special gate visits, such as direct loading and unloading from ship to truck.
- Assist trucking companies/agents in understanding the automated gate process and resolve any doubts.
- Assist truck drivers at the gates to ensure a smooth and productive flow.
- Manage load access and exit registrations. Check the correctness and completeness of the documentation provided by the transporter
- Create, adjust/correct vehicle notices, gate orders and terminal visits.
- Manage and archive transit and dangerous goods documentation (IMO DGD, MSDS, transport, customs and pre-arrival administrative documents, etc.)
- Collaborate on the labelling of dangerous goods
- Checking and cooperating in the periodic checks in the dangerous goods area and updating the respective files
- Ensure proper handover between shifts
- Coordinate with the Control Room in case of traffic congestion, second entry line in case of opening of the second gate, and all possible criticalities during gate-in and gate-out
- Check the quality of incoming vehicles and in the event of damage, compile damage/interchange reports also in coordination with external security company personnel
- Cooperate and coordinate security tasks with the responsible team, the security company and the PFSO.
- Taking an active part in emergency situations
- Interfacing with Customs and Guardia di Finanza staff in the event of obvious heavy traffic situations

Requirements:

- Ability to perform several tasks simultaneously
- Ability to work in a team
- Previous experience in the role
- Intermediate English proficiency (other languages are a plus)
- Good Excel knowledge
- Willingness to work shifts (including night shifts and weekends) and flexible hours
- Ability to work under pressure

HHLA PLT Italy is part of HHLA Group, with over 6.400 employees worldwide. Success means different things to different people. Therefore, we try to make it possible for each employee working for us to be successful in their own way and develop professionally in accordance with our corporate goals.

Does this spark your interest? Then apply for a job with us!

If you would like to shape the future of HHLA PLT Italy together with us, we look forward to receiving your application - preferably online using our application form.

Apply

