

GROUP 9

JOB TITLES	SHORT DEFINITION
Quality Manager / Advisor	<p>Quality Managers ensure that the transport and/or logistics services provided by the company are fit-for-purpose and meet both external and internal requirements, including legal compliance, quality standards, best practices and customer expectations. They measure, influence and improve process capability, often using statistical tools. They undertake continuous monitoring and auditing and benchmarking. They coordinate the activities required to meet quality & safety standards and compile and implement component quality inspection plans derived from new requirements.</p> <p>They define procedures concerning dangerous and polluting goods.</p> <p>They may also be responsible for ensuring that transport / logistics facilities and operations match with environmental standards and also link the latter to regulatory requirements.</p>
Safety and health Advisor	<p>Security Advisors plan and implement security procedures and rules related to dangerous goods handling and transport. They ensure that these procedures and rules are followed. They also identify work related risks to self and colleagues. This covers the use of personal protective equipment and how to follow procedures for evacuating logistics facilities.</p>
Custom Agent/ Broker	<p>Custom Agents draw up administrative documents that enable the import and export of goods. They negotiate settlements between foreign and domestic shippers. They supervise workers engaged in receiving and shipping freight, documentation, billing, assessing charges, and collecting fees for shipments. They examine invoices and shipping manifests for conformity to tariff and customs regulations (content, weight, additional information boxes...). They also contact customs officials to effect release of incoming freight and resolve customs delays.</p>
Contract Officer / Contract and Procurement Agent	<p>Contract Officers provide legal assistance to a range of logistics and transport personnel within the company (commercial, financial and operational teams) in the preparation and realisation of legal documentation mainly dealing with commercial negotiations and transport contracts, minimising the risks for the company. They analyse the different aspects and</p>



GROUP 9

	provide legal advice on commercial negotiations, prepare legal documentation (draw up transport or commercial contracts. They also provide regulatory monitoring support to other teams in the company.
--	---

