

Forwarding & Clearing Subsector

CAREER GUIDE

volume 9



Transport Education Training Authority



Transport SETA





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Driven by Vision

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Western Cape:

Maritime Chamber
Newlands on Main | Ground Floor
Mariendahl House | 13 Main Road
Newlands | Cape Town | 7700
+27 21 819 9601
+27 21 531 3063



Limpopo:

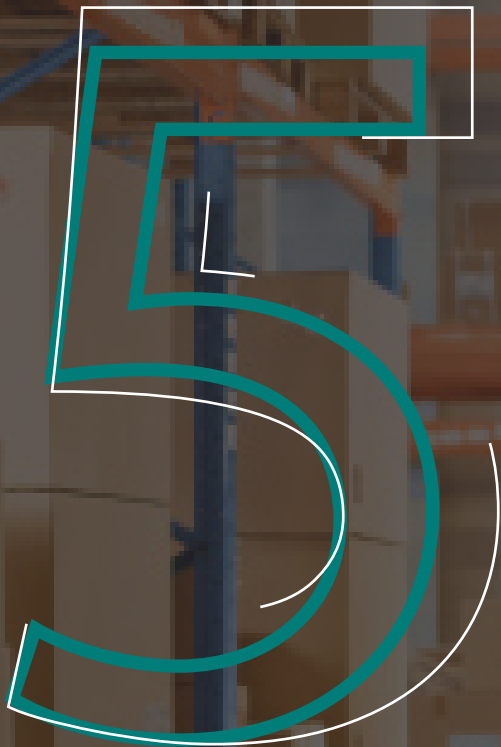
Forwarding and Clearing Chamber
19A Bok Street | Polokwane
+27 15 917 0001/2



Mpumalanga:

Road Freight Chamber
16 Brander Street, Bi-water Building |
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FORWARDING & CLEARING SUBSECTOR

SUBSECTOR OVERVIEW

1. The Forwarding & Clearing subsector encompasses two areas:

FREIGHT FORWARDING WHICH INVOLVES:

- Movement of goods on behalf of importers and exporters
- Other subsectors like maritime, aerospace, road and rail freight operators in moving and handling cargo internationally
- The use of supply chain management solutions which are cost effective to imports/exports and goods in transit
- Warehousing solutions, which involve storage of cargo and goods in transit.



2. CLEARING WHICH INVOLVES:

- Customs clearing for exports and imports
- Implementation and adhering to import/exports regulations

The Forwarding & Clearing subsector incorporates stakeholders from the following subsectors:

- Freight Forwarding & Customs Clearing
- Ships Agents & Brokers
- International Couriers
- Importers & Exporters

Employers within the Freight Forwarding industry are represented by the following Employer Associations:

- South African Association of Freight Forwarders (SAAFF)
- South African Association of Ships' Operators and Agents (SAASOA)
- South African Express Parcels' Association (SAEPA)
- South African Transport and Allied Workers Union (SATAWU)
- United National Transport Union (UNTU)



Occupations in the Forwarding & Clearing Subsector

Forwarding

- The occupations within this sector involves the facilitation of the movement of goods both nationally and internationally.
- It includes facilitating and managing the international trade supply chains of importers and exporters by using all modes of transport cost effectively and adhering to international legislations depending on the goods being moved.

SUPPLY CHAIN MANAGEMENT

Other name variations: Procurement specialist, Purchasing coordinator, Supply Chain Practitioner; Supply Chain Manager.

Occupational code: 3323

Brief Job Description

- Facilitates and manages end to end supply chains on behalf of importers and exporters
- Negotiates cost effective supply chain solutions on behalf of importers and exporters
- Inventory management
- Supplier management

Entry Requirements

- Grade 12 or equivalent including Maths
- Diploma in a related field
- Industry certification

Required Qualities for Success

- Good project management skills and must be able to work in a pressurized environment. A good understanding
- Thorough understanding of international trade, and good market knowledge.

Factors to Consider

- Able to thrive in a high-stress and fastpaced environment
- Requires great attention to detail

PROCUREMENT ANALYST

Other name variations: Supply Chain Specialist, Supply Chain Management Practitioner

Occupational code: 333905

Brief Job Description

- Provide environmental scanning assistance for effective supply chain operations
- Implement supply chain operational activities within an organisation
- Implement and assess supply chain workflow processes for continuous improvement
- Perform inventory and logistics operational activities within an organisation

Areas you can specialise in

- Shipping
- Supply chain management organisations
- Include all economic sectors
- Public sector

Entry Requirements

- Grade 12
- Diploma or Degree in Supply Chain Management

Required Qualities for Success

- Be able to work under pressure to meet strict deadlines
- Written and oral communication skill
- Attention to detail
- Good analytical skills
- Knowledge of Enterprise Resource Planning (ERP) systems

Factors to Consider

- Requires the ability to reduce cost or improve efficiency of a company
- Requires presentation of technical reports

PURCHASING OFFICER

Other name variations: Procurement Officer/Purchasing and Logistics Officer

Occupational code: 332302

Brief Job Description

- Sourcing and vetting suppliers
- Building relationship with suppliers and business partners
- Negotiating contracts and presenting deals to decision makers
- Coordinating purchases, deliveries and maintaining an efficient supply chain
- Effective cost management

Entry Requirements

- Grade 12
- A Diploma or degree, preferably in Supply Chain Management
- In-service training and industry certification
- Level of experience in supply chain field

Required Qualities for Success

- Attention to details and good analytical skills
- Research skills and knowledge of the sector
- Good communication skills
- Knowledge of procurement risk management

Factors to Consider

- Involves a considerable amount of travel
- Requires presentation of technical reports

SUPPLY AND DISTRIBUTION MANAGER

Other name variations: Supply Chain
Manager/Logistics Operations Manager/
Freight Forwarding Manager

Occupational code: 332302

Brief Job Description

- Leads all supply chain management operations of the organisation
- Execute the procurement and supplier management strategy
- Build strong relationships with suppliers and service providers, negotiating the best deals based on quality, delivery and price,

Areas you can specialise in

- Freight Forwarding Customs Clearing Manager
- Supply and Distributions Manager
- Acquisitions Manager
- Supply Chain Lead Manager
- Supply Chain Executive
- Purchase Manager
- Freight Manager

Entry Requirements

- Grade 12 or equivalent
- Degree in Supply Chain Management or Transport & Logistics
- Post graduate degrees in related field
- Previous experience is essential for this occupation

Required Qualities for Success

- Good management and leadership skills
- Good interpersonal skills and culture sensitive

- Good analysis and critical thinking skills
- Knowledge of procurement within the logistics, supply chain and transport sector especially at an international business level
- ERP inventory/stock management software knowledge

Factors to Consider

- Must be able to handle pressure
- Requires vast years of experience levels
- Knowledge of international business and standards.

WAREHOUSE MANAGER

Occupational code: 132404

Brief Job Description

- Direct warehouse operations
- Ensure the safe receipt, storage of goods
- Manage space utilisation of warehouses
- Ensure safe dispatch of warehoused goods
- Sort out any problems or complications

Entry Requirements

- Grade 12
- Warehousing/Logistics Diploma or related degrees
- Certain years experience is essential for this occupation

Required Qualities for Success

- Strong Leadership, supervisory and decision-making skills
- Excellent oral and written communication

skills

- Excellent technical and IT skills
- Good organisational and administration skills

Factors to Consider

- Attention to detail is a priority
- Working hours may be long during peak seasons like festive season

CUSTOMS CLEARING

The occupations in this category normally do not handle goods. They facilitate the handling and movement of goods and ensuring the customs and legislative compliance thereof.

BUSINESS DEVELOPMENT MANAGER

Other name variations: Sales and Marketing Manager, Key Accounts Manager

Occupational code: 122101

Brief Job Description

- Create new business by identifying sales opportunities
- Maintain a good working relationship with new customers
- Maintain a good relationship with current customers
- Manage the sales and marketing activities of an organisation

Entry Requirements

- Grade 12

- Degree in Marketing or related field is required
- Post graduate degree in marketing or related field is required
- Previous experience is essential for this occupation

Required Qualities for Success

- Excellent oral and written communication skills
- Good organisational and administration skills
- Market knowledge
- Good IT skills is critical

Factors to Consider

- Creativity
- The financial rewards of this career can be great
- Strategic planning is a key factor for this occupation
- Time management and planning skills

CUSTOMS CONTROLLER

Brief Job Description

- Deal with all documentation and matters concerning the clearing of goods through customs within ports of entry globally, and ensuring all customs declarations, tariffs and tax requirements are complied with.
- Liaise with local and international clients and/or agents

Entry Requirements

- Grade 12 or equivalent
- Certificate in Freight Forwarding and Customs or related field
- Sound knowledge in Freight Forwarding and customs procedures
- Logistics systems knowledge
- Previous experience is essential

Required Qualities for Success

- Knowledge of framing entries both air, sea and road
- Excellent communication and report writing ability
- Attention to details and high levels of energy
- Good communication skills

CLEARING AND FORWARDING AGENT

Other name variations: Forwarding Agents, Clearing Agents, Shipping Agent

Occupational code: 1333101

Brief Job Description

- Manage the movement of goods both locally and internationally
- Ensure exports and imports requirements are met
- Maintain records for goods received and goods dispatched

Entry Requirements

- Grade 12 or equivalent
- Freight Forwarding and Clearing Qualification
- Previous experience is essential for this occupation

Required Qualities for Success

- Attention to detail Basic accounting and commercial law knowledge
- Good organisational and administration skills

CUSTOMS COMPLIANCE MANAGER

Other name variations: Freight Forwarding Customs Clearing Manager

Occupational code: 132401

Brief Job Description

- Manage and coordinates customs clearance activities
- Ensure import/export policies and regulations are implemented and adhered to

Entry Requirements

- Grade 12 or equivalent
- A degree in business administration with finance option
- Occupational Qualification for Customs Compliance Manager AND at least 10 years working experience in the field of customs clearing.
- Previous experience is essential for this occupation

Required Qualities for Success

- Good customer relations
- Exceptional analytical and problem solving skills

Factors to Consider

- Excellent verbal, written, and interpersonal communication skills
- Financial skills/budgeting experience
- Involves a lot of traveling, locally and internationally
- Flexibility is required with this occupation

Required Qualities for Success

- Strong communication and telephone etiquette skills
- Organisation and ability to handle multiple projects
- Attention to details
- Good IT skills

SALES ADMINISTRATOR

Occupational code: 333905

Brief Job Description

- Dealing with incoming customer enquiries
- Assisting the sales team with sales administration activities
- Handling orders and sales transactions
- Compiling and presenting monthly sales reports

Entry Requirements

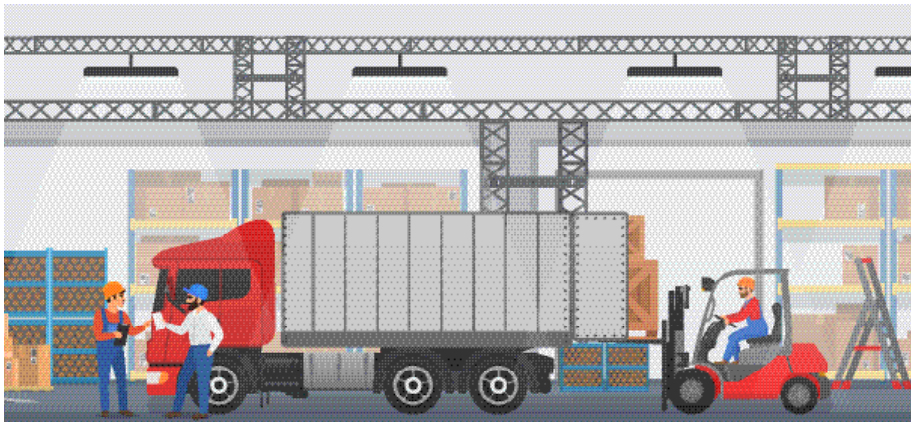
- Grade 12 or equivalent
- National Certificate or Diploma in related field
- Administrative or sales background

BUSINESS SUPPORT

Every organisation within the Forwarding and Clearing subsector Requires support services. Within the support services you will find careers in IT, marketing, sales, finance, HR, legal services, research and development.

Brief Job Description

- Dealing with incoming customer enquiries
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- Handling orders and sales transactions
- Compiling and presenting monthly sales reports







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