



Job Posting Announcement

Effective Date: May 21, 2010

Job Title: Soda Ash Export Coordinator

Company: Solvay Chemicals, Inc.

Location: Houston, Texas (Greenway Plaza area)

Company Overview: The Solvay Group ranks among the world's largest chemical manufacturers. Throughout its more than 145 years of existence; the Solvay Group has been recognized as a highly reliable, quality-minded company, loyal to its customers and a leader in Responsible Care. **Solvay Chemicals, Inc.** is a world leading producer of essential chemicals like soda ash, caustic soda, hydrogen peroxide and specialty chemicals like fluorinated products, ultra-fine fillers, high purity barium and strontium, and caprolactones.

Position Overview: We currently have an opening for a **Soda Ash Export Coordinator** at the Solvay Chemicals' corporate office in Houston, Texas.

The main responsibilities of this position is to coordinate all bulk Soda Ash export requirements as planned by the Soda Ash Supply Chain Team and to work with Solvay's Ship Broker on a daily basis on bulk vessel coordination once the vessels have been fixed for shipment. This person will be the primary point of contact, internally and externally, for all Soda Ash export operational matters. His/her duties will include the following:

Key Responsibilities:

Soda Ash Export Requirements:

- Review the Soda Ash export requirements and identify vessel needs.
- Communicate these needs to the Logistics Procurement Manager on a regular basis to procure for vessels.

Vessel Loading:

- Monitors shipment of railcars of product to the various ports for loading of vessels. This will require communication with the plants, railroads and terminals as circumstances dictate.
- Seeks daily updates from the Ship Broker regarding information flow from the Surveyor, Agents and loading facilities regarding vessel's ETA, berthing prospects and loading plan.
- Seeks daily communication with Ship Broker, Surveyor, and Agent regarding vessel loading progress, and resolution of issues that may arise.

- Communicates with Ship Broker and Agent to ensure that all documentation including Bill of Lading, Customs Declaration, etc. is in compliance with Solvay's internal needs and requirements.
- Coordinates the processing of freight payment to Vessel Owner and other vendors.
- Resolve railcar unloading issues with the assistance of the logistics department.

Vessel Unloading, Finalization and Post-Finalization:

- Seeks daily updates from Ship Broker regarding information flow from the Vessel Owners regarding the vessel's transit to discharge port(s) and resolution of issues that may arise
- Seeks daily updates from Ship Broker regarding information flow from Surveyor, Agents and discharging facility(ies) regarding vessel ETA, berthing prospects and discharging plan.
- Seeks daily updates from ship broker regarding pertinent details of the vessel's discharge operations.
- Reviews with ship broker the vessel laytime at load and discharge ports, upon completion of vessel's discharge.
- Coordinates with Ship Broker the vessel finalization with ship owner on items such as the balance of freight against the agreed laytime at load and discharge port among other pertinent details of the shipment to ensure a smooth closure.
- Creates and maintains an efficient filing system to keep track of all shipments in progress and finalized for future reference

Experience:

- 1-2 years of bulk ocean import or export experience preferred
- Business relationships and/or regular communications with port personnel, ocean lines, shipping agents, brokers, freight forwarders, forwarding agents, inspectors, surveyors, and destination agents
- Letters of Credit processing/instructions and letters of credit banking communications
- Working knowledge of export paperwork: bill of lading, commercial invoice, packing list, certificate of insurance, certificate of quality, certificate of quantity, certificate of analysis, certificate of conformity, certificate of origin, certificate of clean holds, certification of required documents couriered to applicant, bank invoice

Qualifications and Skills:

- Education: degree preferred but not required
- Detailed-oriented and highly organized
- Some international shipping knowledge
- SAP knowledge
- Eager to learn the shipping industry
- Available at odd times
- Good communication skills, written and verbal
- Controlled under pressure
- Ability to multitask in a highly paced environment
- Good judgment
- Ability to anticipate/identify problems
- Proactive problem resolution
- Timely decision making
- Consistent follow-up

To Apply: Email your resume to: careers@solvay.com