

Senior Executive / Assistant Manager - Crewing

Company / Department

SE Shipping Lines (SESL) (www.seshipping.com) is a heavy lift / project vessel owner / operator, established in 2007. The company operates a fleet of 4 modern multipurpose / heavy lift vessels.

SE Ship Management (www.seshipmanagement.com) is a related company of SE Shipping Lines, focused on providing a complete range of quality ship management services to its customers.

Primary Responsibilities

- ≡ Assist in daily operations of the Crewing Department.
- ≡ Assist in sourcing and recruitment of all crew through manning agents for the Company managed vessels including preparation of employment contracts.
- ≡ Ensure that the crew are qualified i.e. meet the Company and flag state requirements with regards to certification and experience prior to joining the vessel.
- ≡ Plan and oversee crew schedule, crew rotation, sign on/off documentations, crew welfare.
- ≡ Assist in review crew payroll and ensure crew's final accounts managed and paid on time.
- ≡ Liaise with Masters, port authorities, manning agents for various information.
- ≡ Liaise with flag state on crew related issues.

Requirements

- ≡ Candidate with some experience of working ashore handling crewing functions is preferred.
- ≡ Willing to take up challenges and ability to interact and communicate well across the team.
- ≡ Computer literate and able to create professional reports, manipulate data, write system documentation etc. with good command of English, both oral and written.
- ≡ Organized & attentive to detail.
- ≡ Good interpersonal skills to manage crew on board vessels as well as to interact with team ashore.
- ≡ Applicants should be Singaporean citizens or Permanent Residents.