



Crewing Executive Kreuz Offshore Marine Pte Ltd

Department: Crewing
Location: Singapore



Responsibilities:

- ❖ Scheduling of crew, including planning of crew changes and communication with principals/ masters/ out-port agents, etc.
- ❖ Arranging tickets and accommodation for crew members Meeting and dispatching crew members at airport or other arrival and / or departure location in Singapore.
- ❖ Acting on master's instigation of dismissal of a crew member.
- ❖ Responding to crew personal and medical matters.
- ❖ Liaison with local and foreign authorities on all crewing related issues wherever required.
- ❖ Verification of crew certificates.
- ❖ Assisting in manning agents in evaluation during the recruitment process.
- ❖ Monitor and verify payments of allotments for crew members.
- ❖ Compute wages and prepare portage bills.
- ❖ Keep HACD advised of developments within the area of responsibility.
- ❖ Make suggestions for improvements and savings within the area of responsibility.
- ❖ Ensure that proper cost/benefit evaluations are made prior to bringing forward any recommendations.

Requirements:

- ❖ Minimum Diploma in Maritime Studies / Marine Engineering
- ❖ Minimum 3 years relevant experience, preferably in Marine industry as a crewing executive
- ❖ Meticulous, pro-active with positive attitude and willing to learn
- ❖ Able to work independently and as a team
- ❖ Working location: Singapore IBP