

Crew Coordinator



Ship owning company Uni-Tankers A/S is expanding and in that respect we are looking for a committed and responsible Crewing Coordinator to our head office in Middelfart. You will refer to the Crew Manager, and your dedication will be controlling of all crew related assignments.

About the position

The job entails the long term planning of officers and ratings for a designated group of vessels. It comprises an efficient coordination of the operation of our vessels, including monitoring of and ensuring the validity of all necessary crew documents and certificates. Furthermore, the responsibility for arrangements concerning the embarkation and disembarkation of seafarers on vessels in the fleet in close cooperation with our manning agencies abroad as well as the adequate manning of the assigned vessels according to company guidelines and the long term planning procedures in a cost effective manner. In addition hereto the task will be to efficiently strengthen and maintain a closer interaction between our colleagues at sea and the shore-based personnel through continuous dialogue and vessel visits. The job also includes the conducting of performance appraisals and promotion reviews for sea staff in the assigned fleet.

Who are you

You are a humorous, efficient and meticulous person who enjoys teamwork, but still has the ability to work independently and to complete every task neatly and timely.

Your qualifications:

Beneficially 4 to 5 years of crewing related experience or, alternatively, 4 to 5 years in a HR or PA function in a semi-large company with focus on personnel administration.

In addition to being well organised with the ability to analyse detailed information and manage data and information logically, you should possess good interaction skills for effective communication in English.

About Uni-Tankers A/S

Uni-Tankers A/S is a well-established and fast growing ship owning company operating 11 oil/chemical carrying vessels. An upcoming merger will increase our fleet of modern larger vessels to 35, and further an expansion of our organisation to approximately 40 dedicated employees. Being a responsible and conscious company we strive towards safety and environmental excellence – meaning no accidents, no harm to people and no damage to the environment.

Uni-Tankers A/S is anchored in USTC, with a 2010 revenue of DKK 51 billion and 870 employees world-wide one of Denmark's largest companies.

Contact

For questions about the position, please contact Crew & Nautical Manager Lars Pihl Fly, tel. +45 88618876/ +45 60373981. We are looking forward to receiving your application on e-mail hr@uni-tankers.dk.

Please type position applying for and your name in the subject line of the e-mail. Appointment soonest possible, interviews will take place on a continuous basis.



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