

CREWING EXECUTIVE

A company providing general offshore support services, drilling rig support functions and cargo transport operations to the Oil and Gas industry

Duties & Responsibilities:

- Manage the crewing function to identify, recruit, retain and develop a sustainable, compliant and cost effective crew pool
- Recruit, evaluate and hire vessel crews for the fleet and open and close Articles of Agreement in a cost effective manner
- Create and maintain personnel files for crew members and ensure crew member files contain comprehensive and current documentation of crew credentials in a timely manner
- Develop and maintain a crew credential tracking matrix
- Develop and maintain an organized plan for efficient crew changes that will ensure continuity of vessel operations and good harmony and relations with crew members
- Provide advice on crew wage and benefit matters when requested
- Monitoring and closing out of crew P&I costs and medical updates
- Supervise manning agencies to ensure Company requirements and policies are fulfilled
- Liaise with agents and vendors on immigration and work permit issues for crew members entering foreign countries to ensure all local laws and regulations are followed
- Assist with crew appraisals and competency reviews
- Organize and supervise crew travel and local logistics to ensure efficient and safe travel of crew from home destinations to vessels
- Provide weekly and monthly reports to senior management on crewing matters and issues
- Obtain information and remain fully informed on local legal and regulatory requirements on matters that may affect crew members, including immigration rules and procedures, local social tax issues and insurance matters
- Assist with crew relations and communication when required
- Undertake audit on manning agencies when necessary
- Undertake any other ad-hoc duties / projects as per assigned by Management/Company

Requirements:

- Diploma or equivalent professional qualifications
- Minimum 2 to 5 years of relevant experience in HR or Crewing function in the offshore industry
- Good attitude with Strong teamwork/collaboration skills, Good communication skills
- Meticulous and organise individuals who are able to meet tight deadlines and work in a fast-paced environment

Interested applicants to email your resumes to careers@choffshore.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.