



# CREWING ASSISTANT/COORDINATOR

*EURONAV ANTWERP OR NANTES OFFICE*

## Company Profile

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**Euronav** is the world's largest independent tanker shipping company engaged in the safe, reliable, and efficient shipping and storage of crude oil and is listed on Euronext Brussels and on the NYSE under the symbol "EURN". We employ around 220 people in our headquarters in Antwerp, Belgium, and offices throughout Europe and Asia, and about 3,500 seafarers. We strive to attract, inspire, and enable talented, hard-working people to develop themselves in order to contribute to our company and its vision in a challenging and rewarding environment.

Please visit [www.euronav.com](http://www.euronav.com)

## Position Profile and Requirements

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### PRIMARY AIM

- To check proper certification of Seafarers including their status follow up.
- To facilitate, expedite, and support the processes involved in signing-on and dispatching of crews to the managed vessels, including maintaining systems, records, and information and providing services for the benefit of the seafarers.
- To book courses for crew
- To organize and coordinate briefing and debriefing for crew with Crewing and other Company's departments
- To participate in organization of events for crew conferences

### ROLES AND RESPONSIBILITIES

- To prepare crew for sign-on:
  - Update seamen's particulars
  - Check all crewmembers are in compliance with Euronav matrix before embarkation
  - To arrange for seafarer visa requirements
  - To initiate & prepare seafarer employment contract and appropriate letters to agents / immigration authorities
  - To manage seaman book and endorsements requested by flag administration
  - To coordinate seafarer embarkation process
  - To coordinate seafarers briefing and debriefing with Crewing Department and other Company's departments
- To dispatch crews:
  - Follow up crew changes and update databases
  - To make travel arrangements to and from vessels, following up vessel's itinerary and making appropriate adjustments
  - To make necessary arrangements for seafarer's relatives to board the vessel
- General duties:

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- To file seamen certificates / evaluation / contracts
- To follow up Seafarers certification validity and renewal arrangements
- Booking of courses (AFF, BST, MCA, ...)
  - To ensure registration of seafarers in courses
  - To collect feedback from trainings
- To control & approve all crew related disbursements account
  - invoices (Manning agencies, Travel agent, training institutes, ...)
  
- To participate in organization of events for crew conferences

## PROFILE

**Formal education:** Bachelor or Master degree.

**Experience:** maritime crewing experience is a plus

**Other qualifications:**

- PC literate, relevant programs knowledge
- STCW '95 and ISM knowledge

**Languages:** Fluent in English, spoken and written. Knowledge of Dutch, French or Greek is an asset.

## Our Offer

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Our Antwerp office is situated at a lovely location in the South of Antwerp. We work in a creative, hands on, proactive and informal environment with short lines between management and employees.

- An attractive salary and benefits package in line with experience
- Room for professional development but also for improvement and opportunities
- Working in a corporate organisation with a high level of employee involvement and commitment.