

Want to work in Athens for the world's largest, independent publicly listed crude tanker operator? Join Euronav and become our new Crewing Coordinator!

What will be your responsibilities?

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.

Roles and responsibilities

- To prepare crews for sign-on / sign-off
- To follow up completion of briefing/debriefing forms
- To update seamen's particulars, follow up crew changes and update databases
- To coordinate seafarer embarkation process (including fit-for-duty medical examinations, visas etc.)
- To prepare seafarer employment contract and relevant documentation to agents / immigration authorities
- To check crew list and monitor manning levels in relation to the Safety Equipment Certificate
- To issue crew endorsements & dispensation letters requested by flag administrations
- To make travel arrangements to and from vessels, following up vessel's itinerary and making appropriate adjustments

Are you who we are looking for?

- Formal education: Bachelor's degree in Maritime Studies, Business Administration or Humanities, Master's degree in Maritime Studies, Business Administration or Humanities will be an asset
- Experience: At least 1-2 years of relevant experience in a Crew Department of a shipping company, experience in tankers is an asset
- Other qualifications: Knowledge of STCW, organization and communication skills, team working, multitasking, proficient in MS Office tools (Excel, Word, PowerPoint)
- Languages: Fluent English, other languages will be an asset

Contact

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