

## **Job Description**



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**Position: Crewing Assistant**

**Reporting to: Head of Crewing**

**Salary: DOE**

**This role combines working operationally to deliver cruise management administrative support for nominated clients and assisting Manager, Senior and Coordinator roles with additional duties where required.**

- Learning and assisting with Seafarers records, ensuring that they are all in compliance with ISO 9001, STCW, ISM, MLC & current legislation.
- Administering and tracking Seafarers.
- Arranging any STCW training that may be required for crew as per clients training matrix.
- Arranging Seafarers flights as per client requirements & liaising with relevant travel entity.
- Liaison with Port Agents as necessary.
- Distribution of joining instructions, contractual paperwork and travel details to all Seafarers as required.
- Application and distribution of relevant Flag State documents (certificates and Seaman's Books).
- Applying for visas and travel documentation as needed.
- Contact with Seafarers, clients, suppliers, members of the public and other organisations.
- Arrange UPS or Royal Mail deliveries where required.
- Report to Manager or Senior Coordinator if any issues arise with any client.

**In addition to the specific responsibilities of this role, the individual will need to:**

- Gain an understanding of overall office structure and clients to be able to assist and manage.
- Undertake such other duties as may be required commensurate with person's level in the organisation.
- Communicate and consult with staff and superiors.

- Prepare and disseminate information from other persons within the organisation.  
Provide assistance to other staff as required.
- Check and reply to all emails daily.
- Be aware of the incoming/outgoing post systems including courier services.
- Assist with courses at the Maritime Skills Academy where required, where possible.

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