



Wilhelmsen Ships Service Polska is a part of Wilhelmsen Maritime Service, a global provider of vessel products, ship management, port services and engineered solutions to the world.

Currently to Ships Agency Department in Szczecin we are looking for

Ships Agency Operator Szczecin

Miejsce pracy: Szczecin

Who will be a part of the team and will be responsible for coordination of services provided to Ship agency customers; nominating and appointing parties, vessel and crew, relevant authorities and service providers for efficient handling of various types of ships arriving within the scope of responsibility.

Main responsibilities

- Attend and board vessels as required.
- Responsible for the effective running of each port call that is assigned
- To advise on the selection of contractors for goods and services provided to principals including the submission of competitive or quotations whenever required.
- Ensure compliance of the ships agency process and correct use of operating system
- Ensure proper filing of the vessel and attend to any follow up enquiries.
- Ensure each service process is fulfilled as per standards such as reporting format, contents and frequency.
- Ensure the correct amount of pre-funding is received or the correct level of authority has approved any deviation, prior to performing the Port Call.
- Open vessel's files and ensure that all transactional systems are updated real time
- To monitor and record expenses that arises during vessels' port stay.
- Ensure Cash-in-Transit (Cash to Master) as per WSS procedure.
- Proactively follow up, check and approve supplier's invoices.
- Ensure vessel operations are carried out cost effectively.

Qualifications

- Maritime background and/or experience from Ship Agency Operations will be an advantage
- Possesses good communication skills and fluency in English - both written & oral.
- Process and system understanding
- Self-motivated and result orientated
- Ability to work under pressure
- Problem solving skills with ability to make fast and sound judgement
- Ability to effectively plan & direct an operation without compromising on safety to personnel and vessel
- Familiar with Port & local Authorities regulations, procedures and governing tariffs.
- Computer literate
- Knowledge of Russian will be an advantage

What we offer:

- International environment
- Competitive salary
- Private medical care
- Multisport card
- Group life insurance
- Other benefits

Zapraszamy do aplikowania, jednocześnie informujemy, że skontaktujemy się z wybranymi kandydatami.

Prosimy o dopisanie następującej klauzuli: "Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. z 2002 r. Nr 101, poz. 926, ze zm.)"