

For our Riga base we are looking to employ an

Assistant Crew Operator (m/f)

at the earliest date to expand and strengthen our recruitment team. The successful candidate will have following key responsibilities and will be reporting to the Personnel Manager:

- Publishing vacancies
- Screening applicants pool for suitable candidates matching job vacancies
- Adding and maintaining database entries
- Collecting required seafarers' documentation and verifying validity
- Travel and visa arrangements
- General administration and secretarial duties

Your profile

- Good communication skills, friendly and pleasant personality
- Fluent English (verbal and written)
- Previous job experience in crewing agency work considered an advantage but not a precondition
- Team player but independent worker, keen learner, goal-oriented and flexible

The successful candidate will receive an 8-12 weeks internship in our Hamburg office.



SIA TEAM SHIP
Baltic

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placement services*

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