**JOB OPENING – 20.6.2019**

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|  | **Heads** | **Details** |
| 1. | Name of Employer | “K” LINE (INDIA) PRIVATE LIMITED |
| 2. | Nature of Business | SHIPPING |
| 3. | Postal Address | C-1001 Marathon Futurex,N M Joshi Marg,Lower Parel (E),Mumbai -400013 |
| 4. | Tele., E-mail & Website | Email:khaire.sushant@in.kline.comEmail: pires.bernie@in.kline.comWeb: [www.kline.co.in](http://www.kline.co.in) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Sushant Khaire – Manager, Bulk Operations Email: khaire.sushant@in.kline.comBernie Pires –Secretary Email: pires.bernie@in.kline.com  |
| 6. | Vacancy description: |
| 1. Position including nature of work
 | Department:Dry Bulk Division Position:Vessel Operator having 3 to 5 years’ experience.Profile: * Responsible for complete voyage planning (Bunkers, Stowage,Hire , Safety , commercial aspect etc.)
* Responsible for the co-ordination and follow up between captains, ship owners, agents and stevedores in loading and discharging ports.
* Calculating fees e.g. Port disbursements and settlements,
* Will be engaged in daily conversation and communication with both customer and external agencies and must have excellent verbal and written communication skills.
* Fair understanding of Microsoft office and computer software associated with the shipping industry.
* Computation of lay time, demurrage and accessing claims counters received.
* Compiling freight invoices, demurrage invoices, internal Accounts Payable/Receivable updates and follow up on outstanding claims, accounts receivable and payable invoices.
* Payment control for brokerage and other expenses, settling PDA’s & finalizing other estimated costs.
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| 1. Salaries and Perquisites
 | Commensurate with Market Scale |
| 1. Location of Employment
 | Lower Parel, Mumbai |
| 4. Qualification | * Prefer diploma in Maritime, Transportation Management, Diploma in Shipping and Logistics
* Independent and able to work in a team.
* Good in English.
* Able to multi-task and work in a fast pace environment
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