

**JOB OPENING – REQUISITION FORM**

<b>Sr. No.</b>	<b>Heads</b>	<b>Details</b>
1.	Name of Employer	Darya Shipping Pvt. Ltd.
2.	Nature of Business	Ship Management
3.	Postal Address	Darya Shipping Pvt. Ltd. Unit No.421, 422, & 423 4 <sup>th</sup> Floor, Vipul Plaza, Sector 54, Golf Course Road, Gurugram - 122001
4.	Tele., E-mail & Website	0124 4848001 <a href="mailto:srajput@daryashipping.in">srajput@daryashipping.in</a> <a href="https://www.daryashipping.in/">https://www.daryashipping.in/</a>
5.	Contact person's name, designation, Tele. No. & e-mail	Ms. Sunali Rajput Human Resource Dept. 0124 4848001 <a href="mailto:srajput@daryashipping.in">srajput@daryashipping.in</a>
6.	Vacancy description :	
	.1 Position including nature of work	Operations Executive - Commercial
	.2 Number of vacancies	1
	.3 Approx. monthly compensation & other benefits	Can be discussed.
	.4 Location of Employment	Gurgaon
	.5 Any other details	

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**JOB TITLE:** Commercial and Operations Executive

**DEPARTMENT:** Commercial

**LOCATION:** Gurgaon

**RESPONSIBLE TO:** Commercial Operations Manager

**OVERALL PURPOSE OF THE JOB:**

To provide administrative support to Commercial and Operations.

**KEY RESPONSIBILITIES AND TASKS:**

The Key Responsibilities include, but are not limited to the following:

- Voyage communications with concerned parties including master, brokers, chartering dept., technical management, agents, cargo surveyors & insurance brokers.
  - All voyage or time charter invoicing.
  - Full claims handling service.
- Speed & Performance monitoring against C/P terms and handling claims.
  - Voyage accounting.
- Day-to-day operations of the Vessels.
- Management of bunkers, including purchasing, if the client requires.
- Keep a track of off Hire's and prepare reports and file supporting documents for same.

**REQUIREMENTS OF THE JOB (Qualifications, essential skills, and experience).**

Graduate in any stream.

Freshers with good knowledge into shipping industry are welcome.

Good communication (oral and written) skills.