**JOB OPENING – REQUISITION FORM 07.08.2019**

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| **Sr.**  **No.** | **Heads** | **Details** |
| 1. | Name of Employer | Campbell Shipping Private Limited |
| 2. | Nature of Business | Ship Management |
| 3. | Postal Address | Campbell Shipping Pvt. Ltd.  601/6th Floor, 444 The Corporate Lounge, Linking Road, Khar (W)  Mumbai – 400 052 |
| 4. | Tele., E-mail & Website | 022 61456789  [aad@campbellshipping.com](mailto:aad@campbellshipping.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Capt. Anindya Dasgupta VP Human Capital  022 61456715 |
| 6. | Vacancy description : | |
| .1 Position including nature of work | Position as an Intern – Assisting Commercial Manager in data entry, Preparing reports, Coordinating, Checking of Invoices and Payments. |
| .2 Number of vacancies | 1 |
| .3 Approx. monthly compensation & other benefits | To be discussed |
| .4 Location of Employment | In the above address |
| .5 Any other details |  |

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**JOB TITLE:** Commercial and Operations Coordinator

**LOCATION:** Mumbai DEPARTMENT: Commercial and Technical

**RESPONSIBLE TO**: Commercial Operations Manager and Marine Operations Manager

**RESPONSIBLE FOR**: N/A

# OVERALL PURPOSE OF THE JOB:

To provide administrative support to Commercial and Operations.

# KEY RESPONSIBILITIES and TASKS:

Under the guidance of the Line Manager, the Key responsibilities of the Commercial and Operations Coordinator is mentioned below:

To provide administrative assistance to Commercial Operation Manager in the following tasks:

1. Entering data in Voyage Management Software (IMOS 7): Data includes vessels position / Distance run / Bunker ROB’s / Bunker lift Quantity.
2. To enter Port activities in the voyage management software and extract Arrival and Departure reports.
3. Keep a track of off Hire’s and prepare reports and file supporting documents for same.
4. Keep track of commodities loaded onboard.
5. To prepare daily position list and distribute it to various departments.
6. To assists in filing records for Commercial insurance claims.
7. To collate and prepare KPI’s for commercial department.
8. To collate data required for monthly reporting of the commercial department.
9. To manage all commercial documents and filling of documents in the Mumbai office.
10. Any other assistance that may be required by the Line manager.

To provide administrative assistance to Operations Manager in the following tasks

1. To assist and review Charts/Publication invoices with vessel.
2. To assist in processing of PO generated by Technical department.
3. To assist in Agency appointment and to follow up with the agents for invoices.
4. To assist in DA’s Management.
5. To collate and prepare monthly reports required for the Technical department.
6. To assist in filling and managing of operations documents in the Mumbai office.
7. Any other assistance that may be required by the line manager.

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

Graduate in any stream, with a minimum of 5 years of work experience and a minimum of two years’ experience in the shipping Industry. Preferable to have experience in IMOS 7 software.

Good communication (oral and written) skills,