**JOB OPENING – REQUISITION FORM**

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| **Sr.** | **Heads** | **Details** |
| 1. | Name of Employer | McQuilling Shipping Services DMCC |
| 2. | Nature of Business | Ship Brokering and Chartering  We serve clients in the shipping, commodity and financial services industries, providing brokerage for freight and assets as well as research, consulting and advisory related to global seaborne transportation and associated disciplines in the supply chain. |
| 3. | Postal Address |  |
| 4. | Tele, E-mail & Website | [www.mcquilling.com](http://www.mcquilling.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Capt Tushar Gangoly  +91 22 6697 8888 / +91 98 1914 5717  All interested candidates should send their CV and Cover Letter to: [tushar.gangoly@mcquilling.com](mailto:tushar.gangoly@mcquilling.com) and [raghu.kodakara@mcquilling.com](mailto:raghu.kodakara@mcquilling.com) |
| 6. | Vacancy description: | |
| 1. Position including nature of work | **Assistant Chartering Executive (Mumbai/New Delhi, India)**  McQuilling Shipping Services India Pvt Ltd is seeking a qualified candidate to fulfil the Assistant Chartering Executive role in Mumbai/New Delhi, India.  **CORE FUNCTIONS**   * Reports   + Prepare daily, weekly, and monthly reports   + Track cargo, company, and shipping trends * Position Lists/Fixtures on company proprietary tools   + Update vessels positions, new acquisitions, and asset sales   + Update recent fixtures   + Update Chrtrs, Owners and vessel details in the database * Communication   + Send out intro mails to potential clients   + Seamless liaison between Charterers and Owners PIC * Fixtures   + Send cargo enquiries / quotes to Owners by email and other communication channels   + Prepare Owners offers for submission to Chrtrs email or online portals   + Send and receive counters / comments from Chrtrs / Owns in a timely manner   + Preparation and approval of recap and C/P based on fixture notes   **SKILLS AND ATTRIBUTES**   * Good English language and communication skills * Computer skills include high level of use Outlook / other mail clients, MS Office, ability to learn proprietary software * Promptness to respond to emails, situations * Availability on mobile / PC 24 x 7 * Courteous and pleasing personality to build positive relationships with clients and in house team   **ADDITIONALLY**   * Assist in pre and post fixture tasks * Networking and business development with clients * Shipping knowledge (LPG and Oil Tanker preferred) * Analytical and logical mindset * Carry out any other responsibilities and tasks assigned in addition to the above as required. |
| .2 Number of vacancies | 1 Male or Female |
| .3 Approx. monthly compensation & other benefits | In line with industry |
| .4 Location of Employment | Mumbai/New Delhi, India |
| .5 Any other details | As above |

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