



Operations/Boarding Clerk with tanker experience International Agency and Logistics Group – Hamburg based



Our client is one of the leading global providers for shipping, logistics and marine-related services. Over 9.000 professionals operate from 300 offices in more than 50 countries covering 1,000 locations world-wide.

They are looking for ambitious shipping people with an **international mindset**, who have the **energy and determination to take initiative** and to drive their **agency activities** in Hamburg and in all German ports forward. Working with them goes far beyond just having a job as it is **full of opportunities to develop yourself**. Their leadership model is underpinned by the Group's Vision to live by delivering a flexible portfolio of services, build on **quality, safety, honesty, vigour and a commitment to long-term relationships**, both with customers and employees alike.

To strengthen the **operations team** in their **Hamburg office** we are seeking an **Operations/Boarding Clerk with tanker experience**, who matches the following profile:

Your responsibilities

- To be adequately familiar with Terminal and Port Authority Health and Safety regulations and safe working practices.
- To board vessels and arrange all owners matters and to collect all port-call documents/ -details.
- Be fully conversant with statutory Customs and Port Authority requirements and distribution of relevant documentation.
- To be familiar with local Terminal regulations and Port/Jetty data and restrictions.
- To have a thorough knowledge of all administrative requirements and production of accurate Statement of Fact (SOF).
- To be able to order Port Services and recognize any opportunity to minimize the cost of Port Services to the Ship Owner.
- To undertake any relevant tasks assigned to him/ her by Agency Manager.
- To report any deficiencies, including incidents to department manager
- To participate in OH&S meetings
- To provide recommendations for improvement of QHSE system
- To comply with applicable Legal and other Requirements regarding QHSE

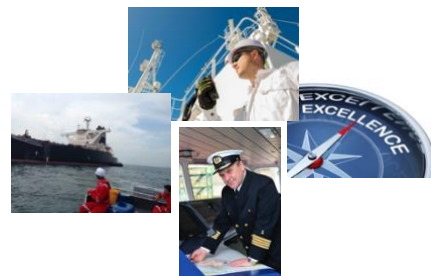
- To suspend activities in case of associated unacceptable HSE risk and to report this immediately to responsible Manager.
- Live by the Company's Vision, Mission, Policies, Objectives and Values and ensuring that they are understood and fully implemented

Your profile

- Successful completion of an apprenticeship as Shipbroker ("Schiffahrtskaufmann/Schiffsmakler")
- Experience as Operations or Boarding Clerk not less than 2 years
- Tanker experience is a must
- Fully conversant with applicable international and national rules and regulations
- Planning, controlling and organisational skills
- Good intercultural communication skills
- Ambitious, energetic and determined
- Good sense of responsibility and self-motivation
- International mindset
- Ability to work under pressure
- Commitment to work irregular hours and to travel
- Fluent in English and German

Our client offers

- A diverse and challenging work in an expanding company
- An interesting role with a high level of independency and responsibility
- To be part of an international and highly motivated team
- A pleasant and modern working environment
- A lean organization with quick decision-making processes
- Work in the thriving city of Hamburg
- A structured onboarding and professional development process



How to apply

Please submit your electronic application together with a CV and supporting documents to Imrecke Consulting GmbH at following email address: m.imrecke@imrecke-consulting.de

In case of queries please contact Matthias Imrecke via above email or on +49-172-4157271

Imrecke Consulting GmbH | Werner-von-Siemens-Str. 3 | 25479 Ellerau | Germany

