



IMRECKE
CONSULTING



Sr. Executive - Postfixture (m/f/d)

Ship Company and vessel operator - Dry Bulk, MPP, Tanker

Worklocation: India

Our client provides shipping services and maritime supply chain solutions for customers across the globe. They operate a diversified fleet of Bulk Carriers, Multipurpose Vessels and Tankers to move and deliver a wide range of bulk and specialised cargoes for the commodities, energy and industrial markets.

The company was established in Asia in the early 70s of the last century and has since grown into a leading shipping operator and player in the maritime industry, aiming at being the first-choice maritime logistics partner for their customers.

To cater for their expansion plans, they are seeking to fill the role of a Senior Executive - Postfixture based in India to take up the following tasks and responsibilities:

Tasks and Responsibilities:

- Prepare/issue invoices & hire statements as per charter parties.
- Perform laytime calculations and undertake laytime counters with counter parties.
- Ensure accurate and timely receipts/payments of hire/freight/demurrage/despatch, in tandem with charter parties.
- Close monitoring/follow-up of outstanding balance owing to the company.
- Check & prepare Letter of Indemnity (LOI) in accordance to Owners format
- Coordinating releasing of bills of lading, re-documentation and switching of bills of lading when necessary.
- Serve delivery & redelivery notice as per CP.
- Monitor vessel's movement and performance daily.
- Liaise with brokers, chartering and operations department pertaining to day-to-day voyage issues.
- Liaise with legal and insurance department on disputed cases.
- Settlement of commissions with brokers.
- Charterer's and owner's reporting
- Coordinating agency appointments, reviewing and verifying PDAs and FDAs.
- Communicating with charterers, brokers, agents and vessels regarding voyage orders, vessel itineraries etc.
- Reviewing cargo stowage, loading & unloading sequences, cargo hold cleaning plans
- Planning bunker supplies and co-ordination with bunker suppliers.
- Liaising with the P&I clubs, legal teams to resolve disputes.
- Coordinating extra insurance covers (i.e.: war risk, LoH, K&R etc) and armed guards when necessary



Your profile

- Minimum 2 years experience in dry bulk and breakbulk operations
- Diploma in Maritime, Operations-related would be advantageous
- Strong verbal and written communication skills in English

Our client offers

- An interesting role with a high level of independency and responsibility
- A lean organization with quick decision making processes and a professional and friendly team
- A structured onboarding and training process
- A competitive, performance related salary as well as benefits

How to apply:

Please submit your electronic application together with a CV and supporting documents to Imrecke Consulting GmbH to following email address:

info@imrecke-consulting.de

Or, in case of queries please contact Matthias Imrecke via +49-172-4157271

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Photos: istockphoto.com

