

United Arab Emirates Jobs Expertini®

Crew Coordinator Jobs In Dubai 2022 | V Group Limited

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Company: V Group Limited

Location: abu dhabi

Category: other-general

Crew Coordinator Jobs In Dubai 2022 | V Group Limited

Description:As a global leader in ship management and marine services, we add value to a vessel's operations. Operating around the clock and around the world, V.Group gives every client the quality and efficiency they need in every sector. Covering crew management and recruitment, quality ship management and technical services, together with supporting management and commercial services, V.Group has an unrivalled industry knowledge with performance assured. Our values, We Care, We Collaborate, We Challenge, We are Consistent, We Commit and Deliver, are at the heart of everything we do and they support our strategy of Investing in Talent. We are always interested in making contact with talented individuals – people who will demonstrate our values and deliver great service, for internal and external stakeholders.**Job Responsibilities:**

1. Conducting all internal crew changes as per planner for vessels calling Das Island , Offshore Abu Dhabi
2. Maintaining accurate and up to date records of all crew movements in ShipSure
3. Provides administrative assistance to other members of the deployment and planning Team.

KEY SUCCESS MEASURES:

1. Timely encoding of data and uploading of documents in ShipSure
3. Positive feedback from key stakeholders (e.g. immediate superior/s, seafarers etc.)

Job Requirements:

Excellent communication (oral and written) skills.

Thorough awareness and good understanding of cultural and diversity issues.

Good organisational and planning skills.

Proven ability to work to, and meet, tight deadlines.

ESSENTIAL:

Good computer operating skills including word processing and spreadsheet experience.

Excellent interpersonal skills with the ability to engage and interact with people at all levels.

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