

## Crewing Administrator

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Company: Boskalis

Location: Abu Dhabi

Category: architecture-and-engineering

Your responsibilities as a crewing administrator

- Checking crew on compliance in advance before a crewchange takes place, via the FMO 630-K - Seacrew report (Power BI).
- Extra focus on contracts: type, duration, rank, MLC amendments.
- Assist crewing officers to inform agencies & crew to correct the findings in time to prevent deficiencies on board as outcome of port state checks and audits.
- Extra compliance check when audits are planned, full vessel crew checks.
- Check the seafarer profile after updating the compliance gaps, done by agency or compliance and/or crewing officer.
- Random compliance checks are conducted per rank, vessel, or agency based on Seacrew reports, including the transfer of crew from former employees if they have not been hired for 6 months or longer.

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