

Crewing Administrator

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Company: Boskalis

Location: abu dhabi

Category: other-general

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. Collecting necessary personal documents, such as visas, specific to visa type and country, filing them on SharePoint, uploading personal documents, maintaining visa request overviews per person/vessel, and preparing crew overview lists for visa requests

#J-18808-Ljbffr

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