

Senior Crewing Coordinator (DUBAI)

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Company: Prive Overseas Marine

Location: Dubai

Category: healthcare-practitioners-and-technical

Qualifications

Well-established and proven record of relevant work experience of 5 years manning oil / chemical tankers

Objective

To provide support, advice, and assistance on all matters concerning the crew onboard the managed ships.

Responsibilities

Makes sure the Company has sufficient, suitable, competent, trained, and medically fit seagoing personnel to adequately operate the managed ships.

Manages all aspects of the shipboard personnel administration.

Supervises the planning, scheduling, and assignment of fleet staff to ships in line with the **IMS** requirements.

Controls, briefs, interviews, screens, and hires all seagoing personnel.

Checks previous Company records for each crewmember before engagement and deals with these records after the engagement.

Supervises the proper maintenance of crew lists, records, and certificates of all seagoing personnel, including performance, appraisals, and family contacts.

Ensures the required Flag Administration endorsements before the seafarer's

engagement.

Implements the Company's salary and welfare schemes.

Stays up-to-date with manning developments, including ILO, Flag Administration, Seamen's unions and representative bodies, shipowner unions, and employment associations' requirements.

Checks and monitors the approved Manning Agencies to ensure adherence to the Company crewing policy.

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