



ADMINISTRATOR

USA – Texas – Houston, Full-time

Nationality: United States Citizen or Resident

Employee Status: Contract

Travel: Yes

- Create vessel clearance procedure and enforce the same to achieve compliance with Customs regulations.

THE COMPANY

On behalf of notable Offshore client, OSM Maritime is actively seeking Offshore Personnel specifically for Pipe-Lay Vessels.

Submission Guideline: Subject line of email must reference the position you are applying for.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Knowledge and experience in the offshore construction industry with at least 5 years' experience in a similar role (Crew Coordination, Logistics and Scheduling)
- High school graduate
- Excellent organizational, interpersonal and communication skills with keen attention to detail
- Computer literate, fully conversant with word processing, spreadsheet and email applications
- Ability to prioritize work and meet deadlines
- Valid Offshore Medical
- BOSIET Training or Equivalent (OPITO approved)
- Fluent both in spoken and written English
- Knowledge of DP Vessel operations

JOB DESCRIPTION:

The Vessel Administrator responsibilities include (but are not limited to):

- Ensuring the correct execution of all customs activities concerning vessels coming into and leaving from the McDermott private berths.
- Interfacing with all the Vessel Management Team whose departments are involved in vessel activities.
- Completing direct hire and vendor timesheets, having them approved and submitting them timely.
- Make sure that vessels and or supply boats are not delayed by Customs clearance process.
- Preparing and distributing DPR's, POB's, coordinating crew changes etc.
- Administrative duties as requested by Vessel Management
- Educate and train other department personnel concerning Customs documentation and requirements for vessel clearances.

Where to send your resume
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