

JOB OPENING – REQUISITION FORM

Sr. No.	Heads	Details
1.	Name of Employer	Brukaan Ship and Offshore Private Limited
2.	Nature of Business	Crew Management and Customised Training
3.	Postal Address	508/ Mayuresh Cosmos, Sector 11, CBD Belapur, Navi Mumbai 400614, India.
4.	Tele., E-mail & Website	Tel: 022-27563580 Email: admin@brukaanship.com Web: www.brukaanship.com
5.	Contact person's name, designation, Tele. No. & e-mail	Capt Satya Sahoo Tel: 022-27563580 Email: admin@brukaanship.com Web: www.brukaanship.com
6.	Vacancy description :	
	.1 Position including nature of work	<p><u>Fleet Personnel Officer</u></p> <ol style="list-style-type: none"> To source <u>Quality Seafarers</u> for the <u>rightships</u> at the <u>right time</u>. To contact lined up ex-hands and/or fresh applicants and confirm their joining schedule. To check availability and validity of all documents of the lined up seafarers as per the pre-joining check list and maintain record of same. To update the CVs of all joining seafarers on to the crewing database. To prepare various monthly MIS reports and produce them to the superior. To carryout necessary jobs designated by the superiors, be their understudy and keep abreast with new requirements and regulations.
	.2 Number of vacancies	TWO
	.3 Approx. monthly compensation & other benefits	Negotiable
	.4 Location of Employment	CBD Belapur, Navi Mumbai
	.5 Any other details	<p>Brukaan is a leading crew Management organization providing Quality Seafarers for right ship at the right time. Our fleet includes IMO I/II SS Parcel Chemical tankers and LEG/LNG carriers. The average age of our Chemical fleet is less than one year and that of LEG/LNG fleet is about 5 years.</p> <p>We are looking for dynamic young professionals with good English speaking skills and ability to learn and grow with our organization.</p>
