

Sr. No.	Heads	Details
1.	Name of Employer	Alphard Group
2.	Nature of Business	Maritime Service Industry
3.	Postal Address	6 th B1/B2,Gundecha Onclave,Sakinaka,Mumbai,India-400072
4.	Tele., E-mail & Website	022 67256765/66 or 022 68010800 jobs@alphardmaritime.com / hr@alphardmaritime.com www.alphardmaritime.com
5.	Contact person's name, designation, Tele. No. & e-mail	Sweta Kumari HR Executive 022 68010808
6.	Vacancy description : Chartering & Commercial Executive	
	1 Position including nature of work	Job Description: <ul style="list-style-type: none"> • Responsible for complete post fixture operations of vessels including owned, chartered fleet. • Monitoring vessels performance & close follow up with concern parties to ensure smooth operations • Voyage instructions to Master, arrangement of P&I cover, agency appointment as well as checking PD/A. • Arranged DG/INSA permissions to perform coastal shipments where applicable. • Freight/Hire calculation, invoicing, collection of monies and continuous follow-up with clients. • Liaising with the master, agents, owners, charterers and shipbrokers on timely basis. • Analysis of fixture viability and risk involved in proposed main terms and advising to the concerned before finalization of fixture • Effective decision making basis current challenge versus past experience for best outcome. • Preparation of post charter analysis reports and vessel wise profitability, performance reports after completion of every voyage. • Verifying charter party clauses in depth and decide necessary activities to do on priority basis. • Knowledge on various cargo properties and its loading/discharging methods at various ports. • Developing good relationship with clients to establish business reputation. • Also fixed few vessels as a broker for inter PG shipments with direct Owners & Charterers. • Negotiating and booking of cargoes • Involved with Charter and tender agreements. • Vessel and scenario planning. • Making commercial decisions and negotiations. • Working experience and knowledge about BIMCO contracts • Proficient with ship management operations • Hands on experience in standard charter party terms. • Function as a point of contact for brokers, ship owners, suppliers and agents • Analyze transport and cargo market • Develop market-oriented offers • Able Plan a voyage independently and calculate the costs involved • Organize clearance and dispatch of ships • Handle ships and cargo-related documents and damage and insurance cases
	.2 Number of vacancies	1 or 2 depending on job nature
	.3 Approx. monthly compensation & other benefits	As per industry standard and candidates work experience / proficiency
	.4 Location of Employment	Mumbai-Sakinaka (Andheri East)
	.5 Any other details	N/A