**JOB OPENING – REQUISITION FORM 16.04.2018**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Bernhard Schulte Shipmanagement I Pvt Ltd |
| 2. | Nature of Business | Shipmanagement |
| 3. | Postal Address | 401, Olympia Building,  Hiranandani Gardens,  Powai, Mumbai 400076 |
| 4. | Tele., E-mail & Website | 022-40017300  www.bs-shipmanagement.com |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Indu Nair,  Senior HR Officer  022-40017409  Indu.nair@bs-shipmanagement.com |
| 6. | Vacancy description : | |
| .1 Position including nature of work | **Vessel Coordinator**  Job Profile:  1. Monitor vessel schedule of allocated vessels. Provide information to buyers on vessel schedule, agent as required. Interact with Vessel/Tech for getting data related to schedule, agency and consolidation planning.  2. Reply to requisition status related queries from Vessel / TSI by interacting with Buyers. Vessel coordinator shall be the focal point for the allocated vessels. 3. Take over the PO for effective delivery to vessel after PO is placed to Vendor by Buyer. Monitor the delivery to vessel. Report to buyer on missed deliveries for reworking / rearrangement as applicable. 4. Effectively monitor logistics activities for group of assigned vessels. 5. Execute Freight Forwarding (Air/Sea/Land) in close coordination with Buyers keeping in view vessels schedule. 6. Communicate with vessel, agents, freight forwarders to have smooth delivery of goods. 7. Support logistics planning for various delivery locations 8. Produces reports on Logistical Activities, Vendor Appraisal and Logistic Management. |
| .2 Number of vacancies | 4 |
| .3 Approx. monthly compensation & other benefits | 3 lacs to 5 lacs |
| .4 Location of Employment | Hiranandani, Powai, Mumbai - 76 |
| .5 Any other details | Knowledge on Incoterms and Worldwide Port knowledge is mandatory. |

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