**JOB OPENING – REQUISITION FORM17.05.2018**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | AMISTA STRATEGIC PARTNERS PUNE |
| 2. | Nature of Business | MARINE LOGISTICS,  SUPPLY BOAT AND LAUNCH BOAT OPERATIONS |
| 3. | Postal Address | OFFICE ADDRESS:  TOWER 15, LEVEL 6, CYBERCITY, MAGARPATTA, HADAPSAR PUNE |
| 4. | Tele., E-mail & Website | http://www.amistapartners.com/ |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Abhay Marathe (Head Operations)  [amarathe@sg-shipping.com](mailto:amarathe@sg-shipping.com) 7719095533 |
| 6. | Vacancy description : | |
| .1 Position including nature of work | OPERATIONS EXECUTIVE  >>Strong communication skills, Quick and logical thinking  >>Strong ability to interact with foreign clients will be essential  >>Graduate in any stream  >>Ready to work in 8 hour shifts. |
| .2 Number of vacancies | ONE |
| .3 Approx. monthly compensation & other benefits | INR 16000 – INR 20000 PER MONTH |
| .4 Location of Employment | MAGARPATTA, HADAPSAR, PUNE |
| .5 Any other details | Our Client company is a partnership firm based out of Pune. Our client is a company engaged in Supply Boat business based at Singapore since Feb 2013. They own supply boats and serve Ship management companies from across the globe, generally through their agents in Singapore. As ships pass through Singapore waters, they need different items to be sent to ships (Provisions for crew, Ship consumables and Ship spares) or collect material from the ship and bring it to shore.  To serve the clients, Our client company need to coordinate with ship management company, their agents, several vendors who supply goods to the Client’s ship, as well as with our client company's boat captains and ship captains. This coordination happens through Phone calls, emails and messaging. We are expected to respond to most  communication quickly. |

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