**JOB OPENING – 21.5.2019**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Underwater Services Company Limited |
| 2. | Nature of Business | Operation & Maintenance of SPM Terminals  |
| 3. | Postal Address | 23-24 MB.P.T. Building, MaletBunder, Mumbai 400 009 |
| 4. | Tele., E-mail & Website | 022 – 23779400,hr@samsonmaritime.com[www.samsonmaritime.com](http://www.samsonmaritime.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Mrs. Reena Sam/ Mr. VighneshBhuwadHR DEPARTMENT022 – 23779400hr@samsonmaritime.com |
| 6. | Vacancy description : |
| .1 Position including nature of work | **Junior Officer****Job location:**Rabale MIDC, Navi Mumbai**Department:** Diving Operations**Job responsibilities:**

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| * Preparing document such as sign-on / sign-off of Diving personnel like Divers & Tanker seamen
* Preparing contracts for the above mentioned personnel for the process of monthly payment in ERP system
* Issue letters for Personal Protective Equipment of joining staff and updating the records
* Maintain proper record of Diving and Tanker Seaman’s i.e. Bio data, Medical
* Any other duties as and when required by the office
* Assist to prepare bills
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**Skills required:-**

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| * Time management and ability to work under pressure.
* Proactive approach and ability to do things independently.
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| .2 Number of vacancies | One no. |
| .3 Approx. monthly compensation & other benefits | Depending on the candidates qualification & experience |
| .4 Location of Employment | Rabale MIDC, Navi Mumbai |
| .5 Any other details |  |

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