**JOB OPENING – REQUISITION FORM 19.10.2020**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Sea Resolute LLP |
| 2. | Nature of Business | Shipping - Shipbroking , Port Captaincy, Marine Consultancy & Projects |
| 3. | Postal Address | 401, Great Eastern Summit A  Sector-15, CBD Belapur,  Navi Mumbai, Maharashtra, Pin 400 614  India |
| 4. | Tele., E-mail & Website | +91 9870393543  [info@searesolute.com](mailto:info@searesolute.com)  www.searesolute.com |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Capt Nand K Sah  +919870393543  [nand.sah@searesolute.com](mailto:nand.sah@searesolute.com) |
| 6. | Vacancy description : | |
| .1 Position including nature of work | * Executive Assistant – Overall * Should have flare for dry cargo chartering * Coordination with Indian & overseas clients – shipowners, operators, charterers etc * Preparing statistics and reports. |
| .2 Number of vacancies | One |
| .3 Approx. monthly compensation & other benefits | Industry standard. To be discussed depending on candidate’s capabilities. |
| .4 Location of Employment | CBD Belapur, Navi Mumbai. |
| .5 Any other details |  |

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