



Pacific Basin

With you for the long haul



Pacific Basin is one of the world's leading owners and operators of modern Handysize and Supramax dry bulk ships. We are headquartered and listed in Hong Kong and operate globally with a large fleet of ships trading worldwide. Our team comprises about 3,800 seafarers and over 300 shore staff in 12 key locations around the world.

As part of our ongoing development, we have decided to recruit a suitable person for the following position:

CHARTERING ASSISTANT – HONG KONG

REQUIREMENTS

- Bachelor's degree in shipping and logistics studies;
- Good command of both spoken and written English;
- Well versed in operating computer software including Microsoft Word, Excel and PowerPoint;
- Able to work under pressure;
- Good interpersonal skills; and
- Candidates are eligible to work in Hong Kong.

JOB SCOPE

- Assist the chartering department with the day-to-day ancillary activities;
- Assist the chartering department in various administrative matters;
- Working on statistics and internal / external reports, and updating files on SharePoint, the Company's document management system;
- Checking charter parties, and documentation and generally assisting the chartering team;
- Liaising with the regional offices, and the operations department on vessel nominations, questionnaires and operation matters.

If you are selected, you will be continuously assessed not only on the basis of your business performance, but also on the basis of your business behavior. Cultural fit and adherence to Company values is of paramount importance. Attractive remuneration and good fringe benefits will be offered to the chosen candidate. Please apply with a full résumé, salary expectation and contact details to the Human Resources Department at recruiting@pacificbasin.com. We only accept CVs in pdf format. (Application deadline: 26 November 2019)

All applications will be treated in strict confidence and used solely for recruitment purposes.

