



## **Marine Operations Coordinator**

Hamburg Sud ranks among the major providers of global ocean transportation and employs more than 4000 employees worldwide. Our organisation in Australia has an excellent opportunity for a Marine Operations Coordinator position based in Melbourne.

### **Responsibilities are varied and involve the following key areas:**

- Maintain schedule integrity in Melbourne and Adelaide in association with vessel planner and Sydney Marine Operations
- Coordinate all focal point duties related to all vessels operating in Melbourne and Adelaide. This includes advising master of all export cargo including special requirements, HAZ manifest, and reefer manifest
- Perform all Husbandry duties including attending to vessels while in port
- Arrange all Customs or Quarantine (AQIS) Clearance
- Arrange Purchase Orders for all port services, repairs, classification society, or stores requirements
- Attend to any crew matters
- Arrange Purchase Orders for any bunkering requirements
- Book all Hamburg Sud vessels into Australia Customs Service and all relevant Port Authorities
- Attend to any passenger's needs as required
- Coordinate all cash to master with the respective agent
- Coordinate the delivery or receipts of any over-dimensional containers and break bulk cargo, ensuring all activities are carried out within the original quote
- Coordinate any requests from other departments / offices / customers related to any operational matters
- Ensure that marine operations vendors meet our standards of service quality and report any issues to the Marine Operations Manager
- Monitor terminal vessel and R&D productivity and any general port related activities that may effect our operations and report back to Marine operations manager.
- Ensure port log in internal system is maintained within 24 hours of all vessels departure from Melbourne, Adelaide and Fremantle
- Coordinate any handling of red line hazardous containers with the terminal and other Hamburg Sud departments
- Ensure compliance with any Port Authority requirements for hazardous cargo. This includes entering any Hazardous cargo declarations into port authority websites

### **Essential Skills include:**

- Experienced background and good working knowledge of the container shipping industry
- Ability to work irregular hours and within the office or other locations including terminals, vessels or other
- Valid Driver's License
- Working knowledge of IMO Hazardous codes and their application in Australia
- Effective time management skills and ability to work within deadlines
- Good working knowledge of the local / state and international regulations governing the handling of cargoes on board ship and ashore
- Self motivated and independent thinker
- Ability to communicate, written or oral, effectively and clearly with vendors, other departments and customers
- Ability to work effectively and efficiently within a team and independently
- A good understanding of basic accounting principles
- High proficiency all MS office applications especially EXCEL

- A good eye for detail, analytical in assessing issues in complex systems and workflows.
- Client service / telephone skills

**Interested applicants with full work rights in Australia please email your resume to [HR@au.hamburgsud.com](mailto:HR@au.hamburgsud.com).**

**Only shortlisted applicants will be contacted.**