



Crew- & Ships Coordinator (m/f/d)



Sailing-Classics is a Dutch shipping company, operating sailing ships with 16-26 guests (cabin charter), combining authentic sailing without fixed schedule with great comfort and high-quality service, water sports, tender service, shore excursions, etc. On regular cruises we **sail between 3-6h** every day. Guests are welcome to help with handling the sails and navigation. We **operate year-round** and cruise the **Mediterranean Sea** in summers and the **Caribbean** in winters. One vessel usually stays around the **Atlantic islands** for a few weeks during the **Atlantic crossings**.

Sailing-Classics has 3 yachts with up to 10 Crew on each boat (Master, 1st Officer, two rating Deck, Engineer, Chef, Host, three Service) and over the year we employ around 80-90 Crewmember.

Currently we are looking for a **Crew & Ships Coordinator** to complement our operations.

Your tasks:

- Being part of organizing of crew changes, planning, coordination.
- Being part of recruiting nautical and service crew and issuing working contracts.
- Verification and handling of (crew-)certification.
- Assisting the crew in dealing with authorities, application for certificates, Dutch health insurance, ...
- Assist in flight & transfer booking for crewmembers.
- Organizing sign-ons and (de)briefings.
- Support the Operations Department in the evaluation of crew for the decision of follow-up contracts.
- Data maintenance in the crewing software, including certificate management.
- Assisting the Operations Department in all administrative matters and cooperating with other departments.
- Coordinating the ships with local agents for the arrivals and cruises
- Coordinating bunkering & clearance
- Reporting to Head of Operations & Crewing

Your profile:

- You preferably have an education as a Shipping Management Assistant, Human Resources Management Assistant or similar qualifications
- Excellent organizational skills with good self-management and time management.
- Ability to work in an international team, flexibility and resilience.
- Good knowledge of written and spoken English, knowledge of Dutch and/or German an advantage.
- Proficient in MS Office (Word, Excel, PowerPoint)
- A connection to sailing or ships is advantageous

We offer you:

- A young, growing and international working environment in a small team.
- Free space for your own development and structuring.
- Working partly remotely and in our office (Lelystad, the Netherlands)

If you are interested, please send your application (cover letter, curriculum vitae, and salary requirements) to Carmen Samaki-Hegyés – carmen.samaki@sailing-classics.com.