



## 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 (Master, 1<sup>st</sup> 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)

We offer you:

- A young, growing and international working environment in a small team.
- Free space for your own development and structuring.
- Working remotely or / and partly in one of our offices (Roermond, the Netherlands or Stuttgart, Germany)

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