

## Operations Executive

### Description

DM Sea Logistics, part of DM Group Services, is currently looking for an Operations Executive on a full time basis in Singapore.

### Responsibility

- Handling administrative matters related to the day-to-day operational activities and maintaining Safety standards and procedures and business development.
- Oversee the implementation of workflow improvements that may enhance customers' satisfaction, as well as optimise the use of the organisation's resources.
- Maintain up to date communication with trading and operations teams whilst managing loadings/unloadings with agents, suppliers and terminals.
- Administer order bookings (via emails, calls, and text messages) and ensure all bookings are processed timely.
- Scheduling orders and delegating job assignments to the masters/captains and/or crew members duties.
- Process shipping documentation (eg. delivery order/note, job sheet, etc) on a daily basis.
- Ensure the ship's documentation complies with international and local regulations prior to MPA inspection and Class Survey.
- Attend and board vessels for operational matters (eg. inspection, class survey, crew issues, etc).
- Monitor and propose solutions to ensure continuous Safety improvement, including reporting of Safety issues.
- Take part in the investigation of incidents/accidents on board vessels and risk assessment.
- Responsible for data integrity and maintenance of tariffs and templates.
- Handling customer complaints, feedback and problem-solving.
- Coordinate the day-to-day operations.
- Using Company applications and other government-related and non-related digital service platforms/systems.
- In addition to the operational and admin role, the individual can expect to be involved in some human resource functions such as recruitment, training and compensation.
- Record and update the information of the crew data, certificates, seaman's book, passport details, work pass related, manning licence, insurance, medical records, training records and other related documents.
- Ensure proactive, efficient and timely communication at all times.
- Any other ad-hoc duties that require support and responsibilities as instructed by the Management.

### Qualifications

- Minimum 2 years relevant experience
- Willing to work on-duty shifts
- Experience using the digitalPORT@SG and JP Online/LT Connect
- Knowledgeable OPL/IPL locations
- Able to work in a fast-paced environment and multi-tasking
- Able to work independently and under pressure
- Excellent interpersonal and communication skills

### Hiring organization

DM Sea Logistics

### Job Location

Singapore

### Date posted

12 August 2023

- Computer literacy skills
- Punctual, responsible and reliable
- Class 4/3/3A driver licence and/or forklift license is an advantage

**Job Benefits**

- Opportunities for further training and career advancement
- Workplace maintaining the highest standards of safety and health

**Contacts**

Interested in joining our team? Please apply directly on the right or forward your CV together with other relevant certifications to [jobs@dmgroupservices.com](mailto:jobs@dmgroupservices.com).