DEPARTMENT Operations

TITLE Ship Manager

Education and Training:
Experience within Marine Industry / Ship Management Company or holder of CoC Deck or Engineering. (Management qualification preferred) in addition to requirements determined by department head.

RESPONSIBILITIES:
While ultimately responsible to the General Manager in respect of the following functions relative to the vessels allocated to them, as a group member the Ship Manager shall work under the general direction of the Fleet Manager and shall liaise closely with other Technical staff to ensure that the management of the vessels is carried out in a safe and practical manner and to provide the client(s) with all necessary information relating to the operation of their vessel(s) and to ensure that there is proper consultation with the client. The Ship Manager’s duties shall include, but are not limited to, the following:

i. Monitoring and/or controlling all matter relative to the commercial operation of the vessel(s) e.g. Instructions to Master, Agents, Cargo Bunkers, etc.;

ii. Co-ordinating the preparation of vessel’s detailed annual budget and the subsequent control of the operation costs, ensuring that clients are notified immediately of any actuator potential variation;

iii. Co-ordinating the preparation and timely submission to Clients of all financial and operation reports required under the agreement with Clients;

iv. Ensure that Clients are immediately advised of any incident or untoward happening likely to affect the performance of profitability of the vessel with special attention being given to the factor which may affect vessel’s freight carrying ability, speed and/or consumption or variations to schedule;

v. Liaise with the Insurance Department on the preparation and submission to the adjusters of all data relative to claims with Underwriters or P & I Clubs;

vi. Ensure that vessel’s trading certificates are valid at all times including initial issue and renewal of Insurance Certification as appropriate;

vii. Shall be a member of the Emergency Team in respect of the vessels allocated to them;

viii. Update Fleet Itinerary on a weekly basis.

ix. Assisting as necessary in any or all of the foregoing procedures for vessels not specifically allocated to them; and

x. Any other duties as may be required.