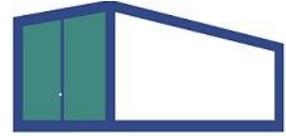


Captains room Clerk

Job Description:

As a Captains room Clerk, you play a key role in the daily port operations. You are responsible for the smooth in- and outclearance of vessels and act as an important link between ships, authorities and service providers. With your proactive attitude and eye for detail, you ensure that every port call runs efficiently and professionally.



BG Freight Line

Tasks and activities:

- In- and outclearance of vessels.
- Visiting vessels during port calls.
- Maintaining contact with terminals, port authorities, pilotage services, vessels, and suppliers.
- Handling and settling port dues.
- Ensuring accurate and timely administrative processing of port calls.

Requirements:

- Completed maritime-related education (e.g. Manager Havenlogistiek / Cargadoor 1).
- Experience in shipping and/or logistics.
- Knowledge of and experience with Portbase.
- Good command of the Dutch and English language, both spoken and written.
- Willingness to work in a shift schedule.
- Familiar with Outlook and MS Office.
- In possession of a valid driver's license (B).
- Enjoys working in a small-scale, informal working environment.
- Hands-on mentality and a flexible attitude.

What do we offer:

- A challenging position within a small-scale, informal company with enthusiastic colleagues.
- A competitive salary, in line with relevant work experience.
- An excellent company-paid pension scheme and life insurance.
- A profit-related benefit (13th month).
- 27 vacation days.
- Company car and company phone.

If you are interested in this position or have any questions, please contact Gonny Stultiens at +31 (0)10-2311963 or +31 (0)6-83889100 (available on Mon, Tue, and Thu), or by email at gonny.stultiens@bgfreightline.com