



Saga Welco AS is a major operator of "open hatch box shaped" bulk carriers. The present fleet consists of 49 sophisticated vessels all equipped with travelling gantry cranes. The company offers worldwide services through regional offices in Rio de Janeiro, Sao Paulo, Montevideo, Antwerp, Livorno, Savannah, Vancouver BC, Tokyo, Seoul, Shanghai and Bergen. The head office is located in Tønsberg, Norway.

FOR OUR REGIONAL OFFICE AT ANTWERP, WE ARE LOOKING FOR AN EMPLOYMENT AS

Operations Assistant

JOB DESCRIPTION

The Operations Assistant reports directly to the Operations Manager. Together with the Assistant Operations, they are responsible for operational administration such as:

- Bills of Lading and other cargo/vessel operation related documentation & administration, customs matters.
- Keeping our database up to date.
- Communication with other regional Saga Welco Offices, Agents, Stevedores, and Customers: cost enquiries, status/ETA updates of vessels, Notices of Arrival, requests & information, schedules, claims correspondence, ...
- Issuance of Freight, Demurrage & Despatch invoices.
- Tracking, issuing and approval of invoices, planning and tracing of settlements.
- Supporting Operations Superintendents/vessel operations where needed.
- Office Administration: reception, mailbox, archive, statistics, purchases, general office & visitor arrangements, ...

EXPECTED BACKGROUND, APTITUDES & ATTITUDE:

The Operations Assistant is organized, takes initiative, and can work independently, all the while sharing tasks with the team.

- Is inquisitive, rational, and responsible.
- Excels at administrative work, which is structured and detailed.
- Team player.
- Has previous experience with shipping business / freight forwarding / cargo documents.
- Has a relevant logistical education.
- Languages: fluent Dutch and English, French and other languages are an advantage.

We offer competitive terms in an environment which gives possibility for personal and professional development.

For more information, please contact Mrs. Emilia De Hertog, mobile +32 476 38 00 09 or e-mail edh@sagawelco.com