



## Dry Bulk Operations Assistant

**Two thirds of the earth is covered with water...  
Makes sense to work for a shipping company...**

- Global organisation
- Based in Melbourne CBD, Bourke Street
- Salary commensurate with skills and experience

### **About the role**

The role will assist in day to day operations of the Swire Bulk Fleet of owned and chartered vessels (at sea and in port) and in conjunction with the bunker desk manage the bunker requirements of the owned and chartered fleet. The role will be reporting into Operations Manager based in Melbourne.

### **Some of the key responsibilities and accountabilities:**

- Ensure the smooth loading / discharging operations, expediting vessels in port, liaising with port authorities and to co-ordinate with owners/charterers operations staff to ensure win-win outcomes
- Liaise with regional offices, masters and the operations team to ensure max intakes and best stow, and that port operations are optimised
- Ensure that all cargo and stability information is available, paying particular attention to load and disport drafts that will be encountered
- Monitor bunker requirements of all the dry bulk fleet ensuring that the bunker planning for each voyage is appropriate.
- To increase wherever possible the efficiency of the fleet in port to maximise returns
- Monitor port agency and survey costs, and costs for other vendors
- Liaise with CNCo insurance, charterers, shippers and receivers to minimise and solve
- Responsible for monitoring and the analysis of speed reduction programs
- Responsible for closing of all third party TC in vessel files, port files, DA's and any other third party services used by the operations staff
- Keep current and strictly implement procedures for reporting executed fixtures / various vessel performances / explain underlying variances
- Keeping up to date and strictly enforcing operating procedures across the owned and operated fleet and through the operations department in order to comply with the highest standards in our operating areas
- Understand, follow and disseminate information on changing legislation directly affecting our business from Bimco, Imo, and other local, national and supranational bodies

### **Skills / experience required:**

- Maritime graduate or equivalent sailing experience
- Minimum 2 years' experience in dry bulk and an understanding of bulk shipping industry
- Experience with Veson/IMOS an advantage

### **Culture & benefits:**

- Staff initiatives and incentives provided
- Corporate superannuation plan offered
- Company contributes towards corporate medical insurance

### **About us:**

The China Navigation Company (CNCo) is the wholly owned deep-sea shipping arm of John Swire & Sons Ltd, a privately held company with a long and distinguished history of trading and operating in the Far East. China Navigation is proud to have provided over 140 years of shipping services, spanning the globe. The Head office is located in Singapore, with regional offices in the UK, China, Hong Kong, India, Australia, New Zealand and across the Pacific Islands.

China Navigation's Strategic Vision is to be the leading provider of Sustainable Shipping solutions and our Customer's Partner of choice. CNCo owns and operates a modern, industry leading fleet of multipurpose vessels, handy size bulk carriers and bulk trans-loaders. Further, CNCo's order book includes additional number of eco-handly size newbuilding's. CNCo's other core business activities include liner shipping, dry bulk shipping and bulk logistics.

### **Apply:**

If you would like more information about this opportunity or to submit your application, please send your resume and covering letter by close of business by **10 December 2017** to [recruitsst@swirecnco.com](mailto:recruitsst@swirecnco.com).