

Operations Department Coordinator

Keystone Shipping Co. is looking for an experienced, self-motivated and hands-on professional to fill a position as *Operations Department Coordinator* in our Philadelphia area office.

Candidates must be comfortable working in a fast-paced and dynamic business environment.

Candidates must have a strong safety culture and be willing to maintain exceptional quality service to our customers. This position reports to the Vice President of Operations.

Responsibilities:

- Support the Marine Personnel Manager by:
 - Work with the Marine Personnel Manager in all aspects of vessel crewing, including planning rotations and periodic verification that all crew documents are valid and current.
 - Coordinate travel for vessel personnel joining to or returning from the vessel.
 - Become familiar with all STCW requirements and ensure crew are fully aware of these requirements and any modifications.
 - Develop monthly trainings to ensure that employees (offshore and shoreside) receive the necessary safety, security, environmental protection and emergency response training.
 - Attend Maritime Academy careers fairs to establish a relationship with these institutions and recruit new personnel.
- Support Safety Quality Environmental Manager by:
 - Ensure the Company's Safety Management System is effectively implemented, understood, maintained and continuously improved.
 - Develop and draft new SMS procedures, forms or other documentation as required.
 - Create Fleetwide monthly and quarterly safety publications.
 - Oversee and coordinate compliance with applicable environmental, security and safety requirements for all vessels.
- Support Operations, Technical, and Chartering Departments.
 - Act as resource to vessel senior officers for marine technical matters relating to Safety, Fire Fighting, Navigation and Voyage Planning, Communications, and Emergency Response.
- Ability to travel; approximately 10%

The successful candidate should have familiarity with and be able to perform functions in the following fields:

Qualifications and Preferred Skills

- Bachelor's Degree (Marine Transportation or Business Administration preferred)
- Proficient knowledge of Microsoft Excel, Word, and Outlook

- Strong Organizational skill, record management/administrative ability, and research problem solving skills
- Very good interpersonal communication skills; works with a positive attitude
- Understanding of USCG license requirements for unlimited tonnage and towing vessels is preferred
- Experience with ABS Nautical Systems crew management system is preferred
- Experience with Electronic Safety Management Systems (i.e. DOCMAP) is preferred
- Will require a security clearance after accepting job offer

We offer an excellent comprehensive benefits package. Interested candidates should submit their resume including education, work experience, contact information, and any special training received to cdoyle@keyship.com.