

EMPLOYMENT OPPORTUNITY

G-Boats Inc. is looking for suitable, qualified persons to fill the position of:

REMOTE COORDINATOR



Core Competencies:

- Strong computer skills
- Proficient in MS office Including: Word, SharePoint (Office 365), Outlook and Excel
- Ability to be on call after normal business hours, including nights, weekends and Holidays
- Experience with international shipping, compliance and customs procedures
- Strong communication skills
- Ability to work in a fast paced environment
- Able to pass all offshore physical requirements
- Cleared for international travel
- Clean background check

Responsibilities/Authorities

- Availability to perform vessel visits
- Assist operations department with creating and formatting procedures and reports as requested
- Create reports and presentations as requested
- Coordinate offshore personnel travel and ensure all needs are met to properly support ROV operations
- Promote smooth and efficient personnel management organization
- Assist in acquiring training certifications and compiling databases
- Assist in managing client specific programs and databases
- Assist with all Visa and work permit requirements and approvals
- Schedule and track all inbound and outbound shipments to ensure materials are delivered in a timely manner
- Prepare and distribute all required shipping documentation
- Maintain international shipping compliance
- Issue all purchase orders for services regarding personnel and logistics when required
- Maintain purchase order log
- Work with the freight forwarder for international shipments
- Follow up on delivery status and notify all required parties of final delivery
- Work closely with C-Innovation Shipping and Receiving Department
- Work closely with C-Innovation Logistics Department
- Works closely with CI Operations Coordinator
- Works as directed by Supervisor
- Promotes and adheres to the company's HSE policies and procedures.

Suitably qualified candidates can submit applications to Naresh Rhajcoomar at naresh.rhajcoomar@chouest.com.