

Trainee/Apprenticeship opportunity: Shipping Agent / Ship Operations Assistant with Seacon

If you have not secured an apprenticeship yet this is an exciting opportunity for a well-established shipping company based in Northfleet. (See below for Job Description)

The Shipping agent role will complete Chartered Institute of Shipbrokers qualifications. Shipbrokers can earn £48000-£117000. For this role you must be confident to go onto the docks and on to the ships and liaise with captains and ships' staff.

Salaries will be approx. £16-17k and the role is based in Northfleet. The company will be moving into new offices in Northfleet with a gym on site in 2023.

Please send your CV with a covering email of why you are interested in the role to Kevin Jeeves (details below) Kevin would be happy to start the successful application on completion of A levels in July. Kevin will interview shortlisted candidates asap.

Kevin Jeeves, Finance Director Contact Information:

Email: kej@seacon.co.uk

Phone: 01474 320 000

Website: www.seacongroup.co.uk

Seacon Address:

Seacon Terminals Limited

Tower Wharf,

Northfleet,

Kent

DA11 9BD

Job Description: Shipping Agent / Ship Operations Assistant

Port Operator and Ship Owner Seacon Terminals Ltd, based in Northfleet, has a vacancy for a Ship Agency Boarding Clerk - Ship Operations assistant.

Our business, Seacon Terminals, receives cargo ships from ports throughout the world but especially from within Europe. Ranging from small coasters up to large deep-sea vessels.

Full training will be given for this role, which includes:

- Preparing documents and files for ship arrivals / departures.
- Communicating with Ships / Brokers / Agents / Ship Owners.
- Submitting pre-arrival customs, immigration, port health downloads/files.
- Liaising with the Port of London Authority to plan ship movements and arrange port services such as pilots, tugs, and linesmen.
- Calculating port disbursement costs for ships and submitting invoices.
- Boarding ships at our terminal and working with the Captains on board whilst in port.
- Organising husbandry items for ship owners such as delivery of ship spares, crew repatriations, bunker supplies and medical assistance.
- Working together with a small team of experienced professionals.

Some weekend working and boarding ships outside of normal of office hours will be required for which overtime will be paid.

Study support will be offered for Membership of the Institute of Chartered Shipbrokers – professional body.