

C V International

Capes Shipping Agencies

Position: Vessel Operations Agent – (Norfolk, VA Office)

Purpose:

Ensure successful coordination of vessel operations activities on behalf of our customers in accordance with company standards, customer requirements and local, state and federal laws.

Qualifications:

- 0 – 2 years experience in vessel operations activities
- Available 24 hours/day, 7 days/week on a flexible basis
- Must have valid Driver's License & reliable transportation
- Excellent written & oral communication skills
- Ability to successfully resolve conflicts
- Detail oriented with strong organizational skills
- Ability to perform/prioritize multiple tasks simultaneously
- Self-motivated and have the ability to work with minimal supervision
- Proficiency in general office computer skills & Microsoft Office applications

Responsibilities:

- Monitor all vessel movements
- Maintain timely communications with vessel and all interested parties
- Travel to & board vessel to meet with Master/Crew
- Schedule required vessel services with local vendors & government authorities
- Prepare & disseminate documentation to government authorities
- Prepare internal documentation and maintain communication with other internal departments
- Approve related vendor payables and expenses
- Assist with warehouse operations as needed

Compensation:

- Please include salary requirements with introduction letter and resume
- Benefits include health, life & other insurance; paid vacation, holidays & sick leave; as well as a generous 401(k) plan.

Contact:

Please submit an introduction letter and your resume to hr@cvinternational.com with Subject: "Operations Agent".