



JOB ROLE

CREW ADMINISTRATOR

We are looking for a Crew Administrator to join our crew division of Riela Yachts, in either our Isle of Man or UK office. You will be responsible for supporting the day to day functions of the Crewing Department, including crew employment, administration and payroll functions. Additionally, you will be liaising with our Clients and form part of the Emergency Response Team. A desire to learn new skills and be part of a dynamic team will be essential.

Supporting Services

- Day to day administration of crew employment functions, dealing with Client and service provider requests in a timely and efficient manner.
- Draft vessel correspondence and crew employment contracts.
- Liaison with and supporting employment/management companies and Captain.
- Administering Crew travel requirements & bookings.
- Administering the monthly payroll activities.
- Maintain crew records, database and spreadsheets.

Reporting

- Directly to the Crewing Officer.

Skills and Knowledge

- Maritime and HR knowledge would be advantageous but not essential.
- Highly motivated to provide clients and crew with exceptional levels of service.
- Systematic work approach and attention to detail.
- Above average communication skills.
- Computer literacy.
- Ability to meet deadlines.
- Flexible approach to work.

What the Company offers to its hard-working employees:

- Excellent salary and benefits package including contributory pension, bonuses, and private health.
- 22 days holiday allowance which increases by one year-on-year up to a maximum of 27 days.
- Ongoing training and personal development.

If you are a strong match to the specific requirements for this role then please apply by emailing your CV and covering letter as soon as possible to hr@riela-yachts.com. Candidates who are not a close match sadly cannot be considered.