



JOB DESCRIPTION

CREW OFFICER

About Riela

The Riela Group provides specialist services to businesses and UHNWI's in niche areas such as superyacht management, Crew Management and Payroll, Cyber Security, Managed IT and Corporate Services from our offices in the IOM and Fareham, UK.

Continued growth across the Riela Group has created exciting new opportunities and we are looking for a talented and enthusiastic team player to join the team.

About the Role

Following our continued growth, we are now recruiting for a motivated and proactive Crew Officer to join us in our Isle of Man Office.

The Crew Officer will be responsible for delivering the functions of the Crewing Department as assigned by the Crew Manager. Training is provided and key tasks include:

- Day to day administration of crew employment functions, dealing with Client and service provider requests in a timely and efficient manner.
- Provide Crew Contracts – drafting, finalising and amending crew employment contracts.
- Ensuring that seafarers comply with all the specified criteria set out by the Flag State and STCW requirements.
- Preparation of various crew employment related letters and emails.
- Administering the monthly payroll activities.
- Maintain crew records, database and vessel correspondence.

The successful candidate will be motivated to provide external clients and internal customers with exceptional levels of service. Possess a working level of theoretical and practical knowledge of the relevant international and national maritime regulations.

HR, employment experience would be ideal, as would be a systematic work approach, strong attention to detail and above average communication skills.

Salary and benefits

A competitive market related salary and benefits will be offered to the right candidate based on relevant experience and qualifications.

If you are passionate about working with an ambitious and growing team, then please send your cover letter and CV to hr@riela-yachts.com, stating your salary expectations.