



JOB ROLE

TRAINEE YACHT SAFETY AND COMPLIANCE ASSISTANT

Once trained, you will be responsible for providing the day to day support to the Safety & Compliance Department functions, including monitoring of certification, regulatory compliance and communications. Additionally, you will be actively involved in the maintenance of our award-winning electronic Safety Management System (eSMS), 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

- Assist in ensuring that crew and yacht certification is correct and remains up to date.
- Assist with the on-board safety management of our Clients' yachts and ensuring that they comply with all applicable regulations.
- Drafting and despatch or forwarding of any applicable safety or regulatory messages to the Fleet.
- Liaison and supporting Clients and Crew.
- General office duties.

Reporting

- Directly to the Safety & Compliance Manager.

Skills and Knowledge

- Maritime 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 and a passion for new technology.
- Ability to meet deadlines.

What the Company offers to its hard-working employees:

- Competitive starting 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. **Closing date 30/04/2026**