

PR/097634 | Assistant Manager, Line Operations

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1612831

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 05:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview
Our client is a well-established and highly reputable organization within the global maritime and shipping industry. Recognized for their operational excellence and comprehensive shipping solutions, they are currently expanding their team and seeking an Assistant Manager, Line Operations to drive efficiency and optimize their vessel operations.

Key Responsibilities

- Assist Line Management in selecting vessels by evaluating load-ability and operational suitability for specific trade routes.
- Execute voyage instructions for newly chartered vessels, ensuring strict adherence to operational procedures throughout the charter period.
- Maximize vessel stowage based on declared capabilities to minimize shut-outs and restows, ensuring optimal crane splits for cargo operations without compromising vessel safety.

- Maintain and distribute accurate schedule updates for operated vessels.
- Closely monitor vessel reports to prevent delays and ensure accuracy, while assisting Line Managers in monitoring alerts to guarantee vessels follow instructions.
- Issue speed adjustment instructions to the Captain as needed.
- Advise on planned drafts and load-ability for draft-restricted ports.
- Support line management by coordinating downline berth windows with port agents, proactively highlighting potential delays, congestion, or productivity issues.
- Screen Dangerous Goods (DG) and Out of Gauge (OOG) requests, ensuring strict compliance with in-house exclusion lists unless a valid exception is authorized.
- Monitor tug usage on arrival and departure reports, raising queries regarding any excess usage.
- Arrange for bunkering and process orders within the procurement system.
- Closely monitor Stevedore Damage Reports (SDRs) to ensure immediate action is taken, terminals are notified, and relevant teams (Operations/Legal) are informed if claims arise.
- Assist with Port Release Facility (PRF) management to control and streamline associated costs.
- Update forecasting and utilization details accurately.
- Support ongoing Business Transformation initiatives, including EDI integration with terminals and customers, and assist in developing internal operational procedures.

Key Requirements

- Minimum Diploma in Maritime Studies, University degree, or equivalent qualification.
- At least 3 years of relevant experience in shipping operations.
- Strong proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Excellent organizational and communication skills.
- High proficiency in the English language, both written and verbal.
- Flexibility and availability to handle out-of-hours work as operational needs dictate.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

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Company Description