

PR/120501 | Crew Planning Coordinator

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1614506

Industry
Petrochemical, Energy

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 12:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the Role
The Crew Planning Coordinator role offers an excellent opportunity to play a key part in the efficient planning and deployment of personnel across assigned vessels. Working closely with internal stakeholders, external partners, and seafarers, this position supports crew mobilisation, compliance, logistics coordination, and the maintenance of accurate crew records to ensure smooth operational delivery.

Responsibilities

- Coordinate crew change planning and deployment activities for assigned vessels.
- Ensure crew availability through direct communication with seafarers and manning agencies.
- Verify and maintain crew certifications, endorsements, visas, and other compliance documentation.
- Arrange travel, mobilisation, and logistics to support timely crew changes.
- Maintain accurate and up-to-date records within the Crew Information System (CIS).

- Support crew training, performance monitoring, and career development activities.
- Monitor crew-related costs, payroll data, and prepare operational reports.

Requirements

- Bachelor's degree in Maritime Studies, Logistics, Business Administration, Human Resources, or a related field.
- Previous experience in crewing, manning operations, maritime HR, shipping, or offshore operations.
- Knowledge of seafarer documentation, endorsements, visas, and regulatory compliance requirements.
- Experience coordinating crew changes, travel arrangements, and mobilisation activities.
- Familiarity with Crew Information Systems (CIS) or similar crew management platforms.
- Strong coordination, organisation, and stakeholder management skills.
- Good proficiency in Microsoft Office applications, particularly Excel.
- Good command of written and spoken English.

About the Company
A company in the maritime and offshore services industry, supporting vessel operations through professional workforce management and operational coordination. The organisation is recognised for its commitment to service quality, compliance, and operational excellence while working with a diverse range of stakeholders across the sector.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description