

PR/120501 | Crew Planning Coordinator

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント タイランド

求人ID
1614506

業種
石油・エネルギー

雇用形態
正社員

勤務地
タイ

給与
経験考慮の上、応相談

更新日
2026年11月10日 07:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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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会社説明