

SIGNET MARITIME CORPORATION

International Marine • LNG • Shipbuilding & Repair

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Port Canaveral – Manager, Fleet Operations

For one-half century, Signet Maritime has been an industry leader delivering quality marine transportation and logistics services to customers worldwide. The award-winning company operates a diverse fleet of tug and marine assets specifically designed for multi-disciplinary work including ship-assist, ship escort, towing, offshore support, maritime aerospace, subsea and rig moves. Certified to ISO 9001:2015, ISM, STCW-2010, SIGTTO, MTSA, SEEMP and 46 CFR Subchapter M; in addition to meeting all applicable USCG, SOLAS, MARPOL, and EPA requirements.

Signet's award-winning shipyard provides quality construction, repair and engineering services to the maritime industry. It is strategically located along the Pascagoula River with direct access to the Gulf of America and is capable of dry-docking nine (9) vessels simultaneously.

The company is headquartered in Houston, Texas, and currently has five (5) fleet locations in the US Gulf of America and East Coast of Florida. For more information, please visit us at **SignetMaritime.com**.

Position Summary

We are seeking an experienced Manager, Fleet Operations to join our team. The ideal candidate will be responsible for Fleet Operations. This role requires strong leadership, excellent navigational skills, and a commitment to safety. A USCG License and Maritime tugboat experience is required.

Essential Functions

- Coordinate vessel dispatch and crew rotations; produce daily operations reports, create weekly crew schedules and monitor and update rig movement reports
- Oversee and administer fuel transport sector; vessel dispatch, record keeping, and customer index reports
- Record all job orders, process boat logs and records, on/off hire reports and customer situation reports for project movements
- Create and maintain accurate databases, contact records and customer information
- Participate in MPRA and Pre-Tow meetings
- Approve Fleet and Deck Requests
- Communication with customs and agents
- Assist in creating detailed and accurate job costing spreadsheets
- Complete administrative duties and special projects as assigned
- Answer multi-line phones and take accurate messages
- On-call duty/weekend duty (rotation)/rotational schedule

Job knowledge, Skills & Abilities

- Knowledge of SMS & HSSEQ maritime practices
- Computer, organizational and communications skills
- Ability to work well under pressure & manage crew members
- Strong attention to detail
- Excellent written and oral communication skills



- Performance and results driven
- Excellent decision-making and problem-solving skills
- Able to work individually and as part of a team
- Ability to work after hours and weekends

Qualifications & Experience

- Minimum Qualifications: Bachelor of Arts or Bachelor of Science from a 4-year accredited University is required plus 5-6 years of related experience, 4 of which must be sailing onboard a US Flag marine towing vessel or ship
- Preferred Qualification: Bachelor of Science in Marine Transportation or Marine Business
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Required Skills:

- Background in the maritime industry
- Ability to work as a team and independently with minimal guidance
- Excellent written and verbal communication skills with attention to detail
- Proficiency with Microsoft Office & Outlook required
- Strong organizational, communication and interpersonal skills required
- Position requires the ability to handle multiple tasks and meet deadlines
- Travel Involved: 15%-25%

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional Notes

- Signet is an Equal Opportunity Employer and promotes diversity in the workplace.
- The selected applicant will be subject to successfully passing a pre-employment drug screening and criminal background check.
- Signet is a tobacco & smoke free company.

Application Instructions

For more information or to submit your resume, please contact us at Careers@Signetmaritime.com