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SignetMaritime.com



Administrative & Crewing Coordinator

Signet Maritime Aerospace support division has an immediate opening for a motivated and organized Administrative & Crewing Coordinator to join our team.

In this key role, you will manage crew assignments and scheduling and ensure compliance with maritime regulations. The ideal candidate will excel in a fast-paced, ever-evolving environment and demonstrate the ability to handle multiple tasks with a high degree of accuracy.

As an Administrative & Crewing Coordinator, you will oversee recruiting, scheduling, and various human resource-related tasks to support the company's employees and mission. You will receive comprehensive training to strengthen your understanding of our operations.

This position is perfect for a detail-oriented individual with a passion for the maritime sector and a drive to contribute to the success of our expanding operations.

Duties and Responsibilities

- **Administrative:** Provide high level administrative support.
- **Crew Scheduling:** Maintain and update vessel crew schedules, ensuring efficient crew rotations.
- **Crew Records:** Maintain accurate crew records, including sign-on and sign-off dates, Merchant Mariner Credential dates, and time accounting for payroll.
- **Communication:** Communicate with vessels, operational staff, customers, facility security personnel, and dispatch to ensure access to vessels.
- **New Hires:** Assist with processing new hires following onboarding protocol.
- **On-call Duty:** Be available for rotational night and weekend duty as needed.

Experience and Qualifications

- A bachelor's degree from an accredited college or university is required (**minimum GPA of 3.2**).
- A minimum of 2 years of experience performing recruitment functions in a fast-paced office work environment.
- Experience in crewing and/or operations in the maritime industry is preferred.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in office software, including Microsoft Office Suite.
- Demonstrated ability to work both independently and collaboratively within a team.
- Detail-oriented with a strong focus on accuracy and reliability.

Salary Range

The salary for this position is commensurate with experience and location. Signet Maritime Corporation provides a competitive compensation package; comprehensive benefits plan and lucrative 401(k) program.

Application instructions:

Interested applicants should e-mail their resume to Careers@SignetMaritime.com