

Employer: Maritime Cook Islands

Location: Rarotonga Cook Islands, Asia, Pacific

Industry: Maritime

Job Function: Flag Administration - Technical Administrator

Employment Type: Full Time, Junior Level

About us

Maritime Cook Islands (MCI) is the Corporate Administrator of the Cook Islands Ships Registry.

MCI provides Registration, survey and certification and seafarer certification services to Cook Islands flagged vessels, which operate internationally. See www.maritimcookislands.com for more detail.

Maritime Cook Islands has two central offices, Asia Pacific home Office is based in Rarotonga, Cook Islands, and the European office mostly satellite offices based in Italy.

The position is open for an individual to operate either in the home office or a satellite office within the Asia - Pacific Region.

The Role

Role objectives

- a. To provide administrative support to the Regulatory, Technical and Operations Department (RTO) to ensure the implementation and compliance with national and international obligations;
- b. Be the clients first point of contact for delivery of technical services;
- c. Ensure accurate accounting for the services provided to their fleet;
- d. Streamline the delivery of RTO services by helping to foster clearer procedures and communications;
- e. Assisting and supporting RTOs continuous development and improvement of quality systems and delivery of services.

Administrative support includes but is not limited to -

- a. Process customer request for services;

Technical Administrator, Regulatory Technical and Operations Department
PO Box 882, Avarua, Rarotonga, Cook Islands; Phone: +682 23 848
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- b. Ensure vessel and company records are kept up to date;
- c. Ensure the register is maintained accurately;
- d. Ensure survey cycles are monitored, surveys conducted within windows;
- e. Vessel Certification is issued, invoiced, and maintained accurately;
- f. Assist RTO with the co-ordination of surveyors and ROs;
- g. Submit records and be available for internal audits;
- h. Collect and collate fleet statistics and KPIs for RTO

You will be working closely in a team environment with other Technical Administrators and Technical Managers to provide and process services.

Essential Attributes

- a. Organisation and time management skills.
- b. Attention to detail, problem solving and research skills.
- c. Good command of English language and written communication skills; the ability to effectively convey information and clear reasoning.
- d. Microsoft Office and Information Technology.
- e. Ability to work in an international and multi-cultural environment.
- f. Customer Service.
- g. Administrative experience.

Beneficial Attributes

- a. Project management skills.
- b. Second Language (European, Arabic or Asian).
- c. Ability to navigate, interpret and analyse International Maritime Conventions and National Legislation.
- d. Maritime experience.

The Selection Process

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CVs will be reviewed, and suitable candidates will be short listed.

The short list will be invited to attend a 30-minute informational interview;

Following the interview candidates will be sent a written exercise, containing common questions encountered in day-to-day operations. The exercise will need to be completed within a 48-hour period.

A final interview will be offered to candidates that are deemed suitable for the position.

How to apply

Please send your CV to Tiphanie@maritimecookislands.com and copy Technical@maritimecookislands.com