

R/V Falkor – Hiring Job Description Purser

Tendering:

Start date for tendering position: [16. Mar 2016](#)

End date for tendering position: [31. Mar 2016](#)

During the tendering time frame we will collect CV's.

Interviews for the shortlisted candidates will be held in the week after the tendering end date.

What we offer:

- Position: Purser
- Permanent Position
- Work Place: Research Vessel "Falkor" – www.schmidtocean.org
- Rotation: 1/1 – approximately 2 to 3 month on/ 2 to 3 month off (vessel schedule depending) – the first stint may be a bit longer due to the initial handover/training period
- Medical Insurance: 12 month/year
- Flights: paid by company as per approved rotation plan
- Accommodation in single cabin
- Contract: Seafarers Employment Agreement as per Marine Labor Convention (MLC)
- Employment Company: SPS Maritime Ltd. – Cayman Islands
- Vessels Flag: Cayman Islands
- Probation period: 3 months
- Training: the company has a comprehensive training scheme for crew in place
- A good team spirit in a young team
- Ever changing challenges in varying scientific cruises with diverse backgrounds
- A high quality of life on board with excellent food and above average recreational facilities
- Interesting work on a research vessels of around 83 m length (worldwide operations)
- Working with an international and enthusiastic team
- Start date: [09. May 2016](#)
- An extensive handover period of more than 2 weeks is scheduled to allow the new Purser to learn our systems

What we are looking for:

- Team-Player
- A courteous and positive attitude towards our scientists (guests), but also to our crew paired with an understanding of their needs and an overall appreciation of the objectives of other departments on board
- Positive attitude to the marine environment

- It is important for us that the candidate will fit and integrate well with our crew
- Enthusiastic
- Thinking outside the box; meaning that new ideas and good initiatives are very welcome given that they are realistic and sensible
- Doesn't mind working long hours
- General interest in oceanographic science is an advantage
- Safety consciousness
- Social people who share the team spirit on board
- People who wish to invest themselves into and commit to the organization for longer time
- People who are willing to go the extra mile to adapt to special demands of a research vessel every single cruise
- Organizational skills to conduct tasks independently to a high professional standard
- A high degree of flexibility
- Non-Smokers preferred
- Both males and females are encouraged to apply
- Good communication and managerial skills

Job Description:

The Purser

- Is the Head of Department of the Interior Department. Reports directly to the Captain
- Is the line-manager for 2 Stewardesses and 2 Chefs
- Is responsible for administering all ship-board financial accounts, such as cash-accounts, credit-card accounts
- Is responsible to track invoices and the purchase overview of all departments
- Oversees the budgets of all departments in team work with our shore-side financial staff
- Is closely working with our shore-side financial staff
- Is responsible for all crew administration (travel arrangements, crew certificates, signing on/off routine)
- Shall administer the companies human resources administration software ADONIS (rotation planning, crew-certificates, payroll, crew travel, crew lists)
- Is administering stock, planned maintenance tasks, defect reports for the Interior Department in the ship management software DNVGL ShipManager
- Is responsible for port clearances and all related matters (customs, immigration)
- Shall assist the Captain with general administration, as required
- Shall coordinate the service, housekeeping, laundry and Galley duties
- Shall be responsible for the purchasing of interior consumables.
- Shall be responsible for purchasing stationery for office supplies
- Shall be interfacing with the guest/scientists on administrative and service matters

- Shall take over safety and security duties as per the vessels muster roll
- Shall assist with other tasks as directed by the Captain

General Requirements for all crew:

- Valid STCW95 Basic Safety Training
- Valid STCW Persons with Designated Security Duties Certificate
- Valid medical fitness cert. (ENG1 or equivalent)
- Non-smokers preferred
- Very good knowledge of the English language verbal and in writing
- US Visa (B1/B2) or US-Citizen or Canadian Citizen

Specific requirements for this position:

- Previous experiences on cruise ships and/or large yachts
- Degree in Business Administration or similar is an advantage