JOB DESCRIPTION

shoreham port

Job title	Ships Agent
Team	Commercial
Reports to	Head of Ships Agency & Logistics
Location	Shoreham Port Estate
Remote Working	Category B

Role Summary

As a Ships Agent you will work closely with our Marine and Operation Teams to ensure the safe arrival and discharge of our customer's cargo. First class customer service and communication skills are crucial for this role, as you will be required to co-ordinate vessel arrivals into the Port liaising with a variety of stakeholders including Pilots, ships owners and government departments.

Key tasks and responsibilities

- Coordinating vessel arrivals and departures, handling all documentation.
- Coordinating management services for vessels (crew changes, technician visits, ship visitors, provisions, cash to master, bunkers, fresh water supply & waste disposal).
- Supporting the Head of Ships Agency with providing pro-forma quotations to the vessel operators.
- Supporting the Commercial team to undertake ship's cargo Customs clearance.
- Supporting the team by administrating goods by road, return to stock & setting-up of vessels ahead of the vessel port call.

Key skills/Person specification

- Full UK driving licence is essential for the role.
- Flexible approach to working patterns is required so we can respond to our customer needs this will include weekend & public holiday availability either in person or remotely.
- Strong verbal and written communication skills.
- Robust administration skills, proficient in use of Word, Excel and Outlook.
- Passion for learning coupled with a desire to creatively problem solve.
- Previous shipping experience is desirable, however if you have a passion for providing first-class customer service, for the right candidate the Port will support with industry training & qualifications relevant for the role.

Our Values



Last updated: July 2023