**2 POSITIONS AVAILABLE IN SHIP MANAGEMENT COMPANY – ATHENS**

1. **Position: Naval Architect & Marine Engineer**

Ship Management company seeking to recruit a Full- time individual for the position of **Naval Architect & Marine Engineer** for its offices based in Athens.

**Requirements**

University Degree in Naval Engineering/ Civil Engineering.

0-1-year relevant experience.

Fluency in both Greek and English languages both written and oral.

Excellent Computer Skills, MS Office, Internet and Outlook Express.

Dedicated, cooperative, good communicator, positive attitude, team spirit, very organized & detailed, good character, punctual.

**Job Descriptions/ Duties**

Inspect & supervise vessels to ensure the works are according to the architectural, structural study and specification.

Reporting to with the Mechanic Engineer Manager for the effective supervision of the works

Confirm compatibility of spares to be delivered to the vessel (according serial numbers) prior to the commencement of works.

Prepare execution project plans and contingency plans for the construction and delivery

Assess quality of materials and the performance of materials suppliers of the project.

Ensure adherence to Health & Safety guidelines

Ensure regulatory compliance during project execution

Ensure that accurate inventory records of materials and equipment are kept

**Applications**

All completed curriculum vitae must be in English, will be treated in strict confidence and should be forwarded to the following address: **hrpmc2019@gmail.com**

**2) Position: Technical Assistant & Administration**

Ship Management company seeking to recruit a Full- time individual for the position of **Technical Assistant & Administration** for its offices based in Athens.

**Requirements**

University degree in engineering field.

-1-year relevant experience.

Fluency in both Greek and English languages both written and oral.

Excellent Computer Skills, MS Office, Internet and Outlook Express.

Dedicated, cooperative, good communicator, positive attitude, team spirit, very organized & detailed, good character, punctual.

The Technical Assistant will support the Fleet and Ship Managers in handling all technical aspects of the fleet including surveys, survey results, third party services, reports, shipyards. Will also process all vessel technical information and keep all files up to date and in order.

**Applications**

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