



## **JOB DESCRIPTION**

**POSITION:** Operations / Trainee Broker

### **ABOUT SPI:**

SPI Marine is an independent service provider for bulk liquid shipping and logistics. SPI Marine offers an impartial perspective and is committed to providing a professional service at the forefront of the industry's best practice. Our vision is to create safe, reliable and cost-effective shipping and logistics solutions, which contribute to the success of our clients.

Our goal is to continually apply our skills, passion and enthusiasm to enable expansion, embracing an ever-wider range of services - truly Beyond Shipbroking.

*This role is based in our UK office located in Newark, Nottinghamshire and will report to the Operations Team Leader.*

### **THE ROLE**

The scope of the role as an Operations / Trainee Broker is to support the Operations' Team Leader and the Company with the day-to-day operations of the vessels SPI Marine fixes. The Operations / Trainee Broker shall work proactively and cohesively with the other members of the Company to ensure that a cooperative and productive scale of operation is maintained at all times. This is a supportive role to the Broking department to assist in the servicing of our customer's accounts, and to make sure all broker's requests are adhered to and implemented. The role will also take on a commercial element under the guidance of the shipbrokers.

### **RESPONSIBILITIES**

- Daily communication with the Owner and Charterer for fixtures which have been confirmed by the brokerage team including adherence to time-bars.
- Conduct performance and cost monitoring analysis and present the information to the Broker for regular KPI meetings for the customer.
- Perform demurrage (or sea-time/port-time) analysis and manage any other claims which we receive.
- Manage and maintain the databases used in the Company, this includes the port information, product information and vessel databases.
- Manage the file storage system.
- Provide any additional support and information as Broker request.
- Out-of-hours operational support and cover.

### **REQUIREMENTS:**



- Degree level
- Have 2-3 years' work experience in a shipping / logistics company
- Have a specialism Chemical + Edibles markets (desirable)
- Very good written and spoken English
- Attentive to detail
- Excellent interpersonal and networking skills
- Commercially driving
- Able to work as part of a team and independently
- Good grasp of Powerpoint, Word and Excel
- Able to travel and work remotely
- Confident presenting skills
- Membership of the Institute of Chartered Shipbrokers is desirable or a willingness to study for the qualifications

**IN RETURN WE OFFER:**

- A commensurate salary
- Pension Scheme
- Private health care
- All required technology PC / laptops and Mobile phone
- Positive and varied career with a long established forward-thinking Company

Please send an email and cover letter to [bn@spimarineasia.com](mailto:bn@spimarineasia.com), no later than 25 August 2017.