



Institute of Chartered Shipbrokers

Graduate Placement Job Description

Job Title: Graduate Placement
Reports to: Director and Finance
Location: London
Salary: £20 to £24K
Contract: 18 months
Days: Monday to Friday, Full time

Applications deadline: 19th February 2016

Assessment dates: March 2016

How to apply: *Please email CV and cover letter explaining why you would be interested in this graduate role and how it fits with your future career plans.*

About the Institute

The Institute of Chartered Shipbrokers is the professional body for all members of the commercial shipping industry worldwide. The Institute was founded in 1911 and awarded a Royal Charter in 1920. Institute sets and, as examines the syllabus for membership, providing the shipping industry with highly qualified professionals. We have 25 branches in key locations and 4,000 individual Members and Fellows. Members of the Institute are committed to maintaining the highest professional standards across the shipping industry and part of a professional body, members enjoy the benefits of an enhanced career in the shipping industry.

About the role

The Institute of Chartered Shipbrokers is currently offering an 18 month placement for a maritime graduate to build their career in the shipping industry, by starting out in the head office of the Institute of Chartered Shipbrokers, based in London.

This opportunity is an 18 month training programme, focusing on both education and membership facing projects. Although the role will be based in London, you will have the opportunity to visit some branches to develop a full understanding of the Institute.

This is a broad role which will allow you to gain a range of skills and experience; for some areas of the role will be the role will be to develop an internship programme for companies, work on video and animations for students, visit some of our international branches, be part of the editorial board for our books and act as the voice for students within our management team. This is a great opportunity for a keen and ambitious candidate to start off their career in the commercial shipping industry.

Skills and qualifications required:

- You must have completed your Institute PQE (Professional Qualification Examinations)
- Good administration skills with attention to detail
- Able to prioritise tasks and work to deadlines
- Strong communication skills
- Able to use own initiative and develop ideas with the team
- Possess the ability to work productively, efficiently and effectively with attention to detail and quality
- Good knowledge of IT, MS Office applications – outlook and excel

Additional Information:

For this role the Institute of Chartered Shipbrokers are unable to sponsor work visas therefore ONLY candidates with the right to work in the UK will be considered.