



Institute of Chartered Shipbrokers

Internship with MIF

Job Description

Job Title: Internship Placement
Reports to: Director and Finance
Location: London
Salary: Paid
Contract: 12 weeks – July/ August/September 2017
Days: Monday to Friday, full time
Applications deadline: 19th June 2017

Interview dates: June

How to apply: Please email CV and cover letter to hr@ics.org.uk 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. The Institute sets and 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 and the Maritime Industry Foundation is currently offering a twelve week 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. The intern will assist in populating sections of the Knowledge Centre.

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 to develop an internship programme for companies, work on video and animations for students, visit some of our international branches and to be part of the editorial board for the knowledge centre. The intern will assist in populating sections of the Knowledge Centre. 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 some maritime background (work experience or qualification)
- 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:

The foundation believes that the industry must focus on attracting young people into the industry, both at sea and ashore. Once a young person has decided on an alternative career, it is unlikely that they will later join the shipping industry.

It is also important to show that you can move and develop within the industry. For example, those who start their career at sea need to be advised that they do not need to stay at sea for their whole career as there are a plethora of jobs ashore.

For those considering career options, MIF's Knowledge Centre aims to make the industry as transparent as possible, with descriptions of roles and sectors throughout the industry. The intension is that every topic be linked to in-depth websites or a description that will take the enquirer as far into the subject as they wish to go.

As an international industry, we have to be able to communicate without target audience and speak with one voice, representing all sectors in a non-political or non-commercial way. The Knowledge Centre does just that.