

Your Role

As a Post Fixture Operator, your mission will be to:

- Facilitating communications between Shipowners/Charterers/Brokers
- The review of clean fixture recaps produced by brokers
- Monitoring Vessel schedules and circulating updates to clients whilst also ensuring the same is incorporated into our internal records
- Ensuring the delivery of freight, and time charter hire is paid to terms
- Updating Vessel nominations against Contracts of Affreightment (COA)
- Invoicing of commissions
- Co-ordinating the timely issuance / re-issuance of Bill(s) of Lading and ensuring the prompt execution of Letters of Indemnity to facilitate Charterers needs
- Liaising with operations, commercial and legal departments to ensure claims and disputes are negotiated and settled within specified time bars
- Ensuring all business commitments are adhered to in full compliance with charter party agreements and maintaining confidentiality
- Flexible with willingness to work outside of normal office hours and weekends as and when required

What we seek - We are looking for someone with:

- Strong organisation skills
- Good attention to detail
- Ability to work under pressure
- Excellent verbal and written communication skills
- Fluent in English
- A high level of understanding of Microsoft Office and any other computer software associated with the shipping industry
- Strong knowledge of Charter Party Agreements
- Experience within the Dry Cargo sector

Windward is proud to be an equal opportunity employer. At Windward, we believe in cultivating an environment where our team members can bring their authentic, whole selves to work. Encouraging identity and belonging is one of the many aspects of our culture that makes us stronger as an organisation and drives innovation. We are committed to building and delivering a diverse, inclusive, and equitable workforce that is representative of the world around us, where all individuals are treated with respect and dignity - and to act swiftly if this value is ever threatened.

Conditions:

Based: London, full time

Contact:

Kindly submit your cover letter and CV, including your current notice period and salary expectations for this role.

Email: hr@windward-shipping.com

