



Technical Assistant – Ship Management

Döhle (IOM) Limited Group of Companies, based in Douglas, Isle of Man are family owned and operated by Peter Döhle Schiffahrts – KG, headquartered in Hamburg, and are one of the world's largest shipping companies. Midocean (IOM) Limited are a subsidiary of Döhle (IOM) Limited providing technical, crewing, and commercial management for the commercial shipping industry.

We are looking to recruit a Technical Assistant to support the Chief Technical Superintendent, providing services required for Midocean's portfolio of managed vessels.

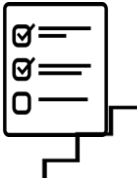
Your tasks and responsibilities:

- To act under the direction of the Chief Technical Superintendent to ensure that assigned duties are carried out accurately and on time
- Collating information for periodic reports for all technical ships i.e., Trading Ports, Consumptions, Speeds, P & I Claims, Delays / Deviations
- Compiling and forwarding to P&I Clubs/Owners (as applicable) the relevant documentation regarding all cases aboard technically managed ships
- Compiling and monitoring Ship Details records
- Monitoring Stevedore damage claims and guarantee claims
- Data maintenance in the Cloud Fleet Manager
- Maintenance of the Technical Library.
- Distribution of Service Letters, Bulletins, and Fuel and Oil-Test reports etc. to the vessels
- Collating Product Data sheets for chemicals and other items used on board vessels
- Assist Technical/Marine Superintendents/Fleet Safety and Training Officer in compiling inspection reports
- Ensure, after review by the superintendent, that relevant documents are received such as drawings, manuals, and technical information and that these are properly stored and maintained.
- File correspondence received from ships and maintain all technical files.
- Checking monthly status of vessel's class certificates, inform the superintendent about urgent matters, sending Class status information to the vessels
- Acting as Emergency Recorder in the event of emergency

Preferable qualifications and requirements:

- Strong communication and interpersonal skills
- Proficient in Microsoft Office
- Detail oriented
- The ability to work individually and within a team
- Ability to work under pressure and to strict deadlines
- Shipping knowledge would be beneficial
- Able to take accountability and responsibility for own personal development
- Excellent communication skills with the ability to liaise with stakeholders at all levels

What we offer you:



An exciting opportunity, to work in a fast-paced industry where your development matters to us. We support with personal and professional qualifications to help you grow



A friendly, diverse, and supportive culture in an established business where collaboration is central to our work ethic



Competitive benefits and free use of our fantastic onsite recreational facilities.

Interested in joining us?

Please send your CV and salary expectations to us at recruitment@doehle-iom.com, stating the role you wish to apply for.

We are committed to creating an inclusive culture which embraces diversity. We promote equal opportunities and ensure that no applicant is subject to less favourable treatment on the grounds of gender, marital status, nationality, ethnicity, age, sexual orientation, responsibilities for dependants, physical or mental disability.

We select candidates for interview based on their skills, qualification, experience, and potential.