



Saga Welco AS is a major operator of "open hatch box shaped" bulk carriers. The present fleet consists of 49 sophisticated vessels all equipped with travelling gantry cranes. The company offers worldwide services through regional offices in Rio de Janeiro, Sao Paulo, Montevideo, Antwerp, Livorno, Savannah, Vancouver BC, Tokyo, Seoul, Shanghai and Bergen. The head office is located in Tønsberg, Norway.

FOR OUR REGIONAL OFFICE AT ANTWERP, WE ARE LOOKING FOR AN EMPLOYMENT AS

Temporary Operations Assistant

(14th October until 31st December 2024)

JOB DESCRIPTION

This person is responsible for operational administration such as:

- Bills of Lading and other cargo/vessel operation related documentation & administration, customs matters.
- Keeping our database up to date.
- Communication with other regional Saga Welco Offices, Agents, Stevedores, and Customers: cost enquiries, status/ETA updates of vessels, Notices of Arrival, requests & information, schedules, claims correspondence, ...
- Issuance of Freight, Demurrage & Despatch invoices.
- Tracking, issuing and approval of invoices, planning and tracing of settlements.
- Supporting Operations Superintendents/vessel operations where needed.
- Office Administration: reception, mailbox, archive, statistics, purchases, general office & visitor arrangements, ...

For more information, please contact Mr. Nicolas Van Gulck, mobile +32 476 76 01 00 or e-mail nvg@sagawelco.com