

# JOB OPENING: OPERATIONS ASSISTANT



*Saga Welco AS is a major operator of open-hatch box-shaped bulk Carriers. The present fleet consists of 48 sophisticated vessels all equipped with travelling gantry cranes. The company offers worldwide services through regional offices in Rio de Janeiro, São Paulo, Montevideo, Antwerp, Livorno, Savannah, Vancouver BC, Tokyo, Seoul, Shanghai and Bergen. The head office is located in Tønsberg, Norway.*

**FOR OUR REGIONAL OFFICE IN ANTWERP, WE HAVE THE FOLLOWING VACANCY:**

## Operations Assistant

### Responsibilities:

- Communication with our regional offices, port agents, vendors and customers.
- Preparing and approving voyage documents, such as Bills of Lading, Cargo Manifests and others.
- Preparing and approving operational invoices.
- Distribution of weekly schedules.
- Follow up day-to-day operations and support Operations Superintendents.
- General operational administration.
- Making reports on demand.
- Office administration routines.

### Qualifications:

- Fluency in English, Dutch and French are a plus.
- Minimum 2 years of experience in Shipping or Logistics.
- Understanding of documentation, such as Bills of Lading, Cargo Manifests and others.
- Familiarity with EU Customs procedures.

For more information, please contact our General Manager, **Mr. Nicolas Van Gulck**, via phone: +32 476 76 01 00 or email: [nvg@sagawelco.com](mailto:nvg@sagawelco.com).