

The Fleet Support Coordinator is a middle management position directly responsible for all aspects of marine personnel (licensed & unlicensed) and shipboard personnel claims administration. The Fleet Support Coordinator will also be involved in supporting the administration of the company's Quality Management System (ISM/ISO).

The Fleet Support Coordinator will be based in the greater New Orleans, LA area and report to the Quality Safety Administrator (QSA)/Port Captain.

In cooperation with Pacific Gulf Marine (PGM) corporate staff and senior shipboard officers, the Fleet Support Coordinator shall ensure that all activities are at all times conducted in a professional and ethical manner, and in accordance with the Policies and Procedures set out by PGM Senior Management.

Responsibilities include but are not limited to:

- Hiring of unlicensed and licensed personnel.
- Developing, maintaining, and promulgating all required reporting and record keeping associated with vessel personnel.
- Conducting all crew vetting against requirements for credentialing, training, and verifying medical fitness.
- Coordinating all crew transportation.
- Providing operational and administrative support to senior management in matters pertaining to crewing, contract administration and shipboard personnel claims.\
- Processing and preparing various documents and reports associated with the company's Quality Management System for senior management review and action.
- Composing and implementing periodic changes to Quality Management System controlled documents.
- Assisting in the preparation for and execution of recurring Quality Management System meetings with senior management.
- Conducting annual internal audits of various departments in accordance with company Quality Management System requirements.

While a maritime background is preferred but not mandatory, the ideal candidate will have strong interpersonal communication skills and work experience with Microsoft Office (Word/Excel/PowerPoint).

Interested candidates should forward resume to Patrick Huete, pnh@pac-gulf.com .