



Ваш надежный помощник

## Office Manager at Crewing Company, офис-менеджер, 13750 грн.

📍 Одесса,

Компания: Navis Crew Management

Рубрики: [HR, управление персоналом](#), [Офисный персонал](#)

### Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: желателен  
График работы: полный рабочий день

### Описание вакансии

- Company Info:

[navis-odessa.com/presentation/index.html](https://navis-odessa.com/presentation/index.html)

[navis-odessa.com/](https://navis-odessa.com/)

- Navis supplies 23 major clients in Oil & Gas industry all over the Globe, including but not limited to 150+ vessels in Offshore Supply Sector (AHTS DP2, PSV DP2, ROV DP2, DSV DP2, Accommodation Barges DP3, MPSV DP2, Cable Layers DP2, Drilling Units, Jack Up Barges, MOU etc);
- Age Limit 19–32 Years;
- Salary would be decided after the interview passing (scale is 400–500 USD per month depending on candidate's relevant experience and qualification, references from previous employer);
- Working days are Mon, Tue, Wed, Thu, Fri from 8:00 AM till 5:00 PM, subject to extension periodically in case of new projects emergency mobilisations;
- For inexperienced candidates 2 months of paid probation period is required, whereupon it would be decided whether the candidate is suitable for further permanent employment;
- Good English is a must. Minimum 1 Year of experience at crewing/shipping company is preferred. Experience with offshore/specialized vessel fleet is preferred;
- References from previous Employer would be advantageous;
- Please send your CV to email address: [karpenko@navis-odessa.com](mailto:karpenko@navis-odessa.com) and/or [crew@navis-odessa.com](mailto:crew@navis-odessa.com);
- All additional information concerning requirement, terms & conditions of the employment would be available after the interview;
- In case the candidate is considered suitable according to previous background, experience, general education, English knowledge, we will contact ourselves;
- Do not bother calling yourself, please. We shall keep your contact details at file, and revert to you should the interest in your candidacy arise. Continuing sending unsolicited messages would be considered as inappropriate and not in line with the business etiquette we would expect from our partners and should this continue such action would exclude you for any consideration for future participation in the selection process.

### Контактная информация

Телефон: +38 (048) 705-73-73

Контактное лицо: MaksymKarpenko

Сайт: <http://navis-odessa.com/>

Адрес: Одеса, вул. Дітріхсона 13