



Alam Maritim Resources Berhad, a public listed company, is an integrated offshore services provider in the oil and gas industry. In line with our expansion, we are seeking suitably qualified candidate who is highly motivated to join us for the position of:

Position: Admin Assistant Crew Management Department

Duties and Responsibilities: -

1. Assist in checking all crew documents prior crew arriving to the office according to the Pre-Employment checklist.
2. Updating crew personal files and MAMS prior crew joining the vessel and ensuring all files is being place at the designated cabinet.
3. Assist in providing crew's Personal Protective Equipment (PPE) and record it accordingly.
4. Compiling and preparing all crew's documents needed for the approval of clients or needed by the respective bases prior crew joining the vessel.
5. Assist in compiling shipboard familiarization form, appraisal form and record on crew hours of duty for filing purposes as per requirements by the ISM.
6. Assist in submitting application for Petronas Offshore Safety Passport (OSP) prior crew joining the vessel.
7. Arrange on Interview Evaluation Assessment for Top 4 Officers prior sign off.
8. Handling monthly credit card bill for AMSB vessel & ensure to be paid before the due date.
9. Assist Planner of flight booking / arrangement.
10. Undertake any ad-hoc admin task / duties as assigned.

Requirements: -

1. Diploma/ Certificate/ Sijil Pelajaran Malaysia or equivalent.
2. Minimum 1 year experience in the position apply (preferably in Oil and Gas Industry)
3. Able to work under deadline and minimum supervision.
4. Average in English – Writing/ Conversation and Reading
5. Have a good personal characteristic, committed to the job and responsibility.

Interested applicants are invited to submit a comprehensive resume including expected salary, recent passport-sized photo (n.r) and contact number to:

Human Resources and Administration Department

ALAM MARITIM (M) SDN BHD

No 38F, Level 2, Jalan Radin Anum

Bandar Baru Sri Petaling

57000 Kuala Lumpur

Tel : 03 - 9058 2244

Fax : 03 - 9059 6845

email : hr@alam-maritim.com.my

Closing Date : 15th August 2023.

Only shortlisted candidates will be notified.