



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: Executive (Admin cum Payroll) 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. To assist on the flight booking / arrangement
10. Liaising with vessel and related parties as to ensure crew salary will be paid within the stipulated time.
11. Interfacing with the bank with regards to the crew salary and make correction where's necessary.
12. Compile and prepare payment summary of crew's EPF, SOCSO, income tax and insurance hence submit it to HR and other related parties for their further action.
13. Plan, manage and coordinate with the admin assistant as to ensure crew pay slip being delivered accordingly.
14. Preparing reports and necessary documentation related to crew salary as deemed required by other departments, authority or clients.
15. Responding all enquiries from the crews pertaining to the salary.
16. Perform other related duties incidental to the work described herein.

Requirements: -

1. Diploma / Bachelor Degree Human Resources, Maritime Management, Business Management or equivalent.
2. Minimum 1 year experience in the position applied (preferably in Oil and Gas Industry)
3. Able to work under deadline and minimum supervision.
4. Good 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 : 31st August 2023

Only shortlisted candidates will be notified.