

Crewing Administrator – Job Description

Position Overview

The Crewing Administrator supports the Crewing Manager in the day-to-day administration of crew management, payroll processing, HR coordination, and compliance. This role ensures accurate record-keeping, effective communication, and timely execution of crewing activities in line with company policies and industry regulations.

Key Responsibilities

- Provide administrative support to the Crewing Manager in managing crew payroll and HR activities.
- Uploading and approving payments onto banking platforms as required.
- Assist with maintaining crew records, documentation, and databases.
- Support the onboarding process for new crew members, ensuring all required paperwork and compliance checks are completed.
- Liaise with crew members to answer routine queries and escalate issues to the Crewing Manager when necessary.
- Assist in preparing reports, correspondence, and documentation for internal and external use.
- Monitor compliance with maritime regulations, health and safety standards, and internal company policies under the direction of the Crewing Manager.
- Process incoming and outgoing correspondence, including email and post.
- Provide general administrative support to the wider team as required.

Skills & Qualifications

- Previous experience in an administrative role, preferably within crewing or maritime operations (desirable but not essential).
- Knowledge of maritime labor regulations and compliance (desirable but not essential).
- Proficiency in Microsoft Office Suite and familiarity with crewing management systems.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work effectively within a team and manage multiple tasks in a fast-paced environment.

Reporting Line

This position reports directly to the Crewing Manager.

Location

Based in Guernsey.