

Crewing Executive

船員管理

Job Description

工作内容

Department: Operations

部門: 營運部門

Reports to: Operations Manager

上司: 營運經理

Direct Report (s): -

直屬上司: -

Location: Taichung, Taiwan

地點: 台灣, 台中

**Functional Reports to: MEO Group
Crewing**

職務報告: MEO 集團 船員部門

Functional Direct

Job Purpose:

工作目的

Support the Taiwan Fleet with eligible and qualified crew to support 100% vessel reliability, safety and operational readiness

協助提供合格適任的台灣船員使台灣船隊維持 100%的營運安全及可靠性

Key Responsibilities:

主要職責

- Ensure the fleet crewing functions such as timely crew changes and assist in crew sourcing, recruitment and retention,
確認船員動向, 例如及時更換船員、協助船員搜尋, 招募及留任。
- Ensure the fleet crewing functions are executed in compliance with the company Integrated Management System, policies and procedure,
確保船員能力符合公司統一管理系統, 政策及程序。
- Ensure fleet crewing operations are in full compliance with the laws and regulations within the countries that we operate as well as the requirements of the charters,
確保船員營運完全符合營運當地國家/地區內的法律規範及憲法要求。
- Ensure fleet joining crews have the necessary competency qualifications to adhere to all applicable regulations and clients requirements,
確保加入之船員具有必要的能力資格, 以遵守所有適用的法規及客戶要求。
- Monitor the new joiner crew to ensure they undergo on the job training by appointed shipboard supervisor,
監督新加入之船員, 以確保他們接受所指派船舶上主管的工作培訓。
- Ensure that fleet crew shall be put through stringent appraisal process by respective vessel masters and/or appointed shore based superintendent,
確保船員應由各船船長和/或指定的岸上主管進行嚴格的評估
- Conduct vessel visits to ensure shipboard operations and crew living conditions are in full compliance with Maritime Labor Convention and address any concerns of crew,
進行船舶訪問, 以確保船上作業和船員的生活條件完全符合《海事勞工公約》並解決船員的任何問題



- Assist in the build-up of the long term crew localization of the fleet,
協助培養當地的長期船員
- Verify crewing expenses and punctual submission of weekly crewing reports,
審核船員費用並準時提交每周船員報告
- Ensure timely update and completeness of crew data in Poseidon,
確認更新時間及完善船員資料
- Administer statutory requirement such as tax/provident fund, social security, etc.
執行法規要求，例如稅收/提撥退休金，社會保障等

Joint Accountabilities:

共同責任

- Shall be committed to upholding and promoting MEO company values including a collective and personal responsibility to safety which may include various personnel safety KPI's set by management.
致力於維護和促進 MEO 公司的價值，包含集體及個人的安全責任，其中包括管理層對個人員設定的 KPI。

Attributes:

學經歷要求

- Minimum Diploma 最低文憑
- Minimum 3 years relevant crewing experience 至少三年船員相關經驗

General Competencies:

能力要求

- Collaboration: Develops cooperation and teamwork while participating in a group/ team, working toward solutions which generally benefit all involved parties.
團隊合作：在參加小組/團隊的同時發展合作和團隊精神，努力尋求通常使所有參與方受益的解決方案
- Communication – Oral and Written: Effectively transfers thoughts and expresses ideas orally or verbally in individual or group situations.
交流-口頭和書面：在個人或團體中有效率地透過口頭或書面的方式傳達及表達想法
- Passion: Shows a passion for improving the delivery of services with a commitment to continuous improvement.
熱情：表現出對改善服務交付的熱情，並致力於持續改進
- Initiative: Does more than require or expected in the job; proactively does things that will improve or enhance products and services, avoid problems, or develop entrepreneurial opportunities. Plans ahead for upcoming problems or opportunities and takes appropriate action.
主動性：在工作中超出要求或期望的；積極地做會改善或增強產品和服務，避免出現問題或發展創業機會的事情。提前計劃即將到來的問題或機會，並採取適當的措施。

- Innovation: Applies original thinking in approach to job responsibilities and to improve processes, methods, systems, or services.
創新：將原創思維應用於工作職責並改善流程，方法，系統或服務
- Quality: Produces results or provides service that meets or exceeds the Company's standards.
品質：產生符合或超過公司標準的結果或提供服務
- Reliability: Demonstrates a high level of dependability in all aspects of the job. Ability to accomplish what has been undertaken in given resources.
可靠性：在工作的各個方面都表現出高度的可靠性。在給定資源中完成工作
- Service: Demonstrates strong commitment to meeting the needs of employees, striving to ensure their full satisfaction.
服務：表現出堅定承諾來滿足員工的需求，並努力確保員工完全滿意。



Sign Off:

I have read and understand the Job Description for my position. I am able to perform all the essential functions of this position.

我已閱讀並了解我的職位描述。我能夠執行該職位的所有基本職能

Signature of Employee
員工簽名

Name of Employee
員工姓名

Date
日期

Signature of Immediate Superior
直屬上級簽名

Name of Immediate Superior
直屬上級姓名

Date
日期

Signature of HOD
部門主管簽名

Name of HOD
部門主管姓名

Date
日期



