

## **HSEQ Administrator Officer, HSEQ Dept (Oceanic, Limassol)**

### **Internship Description**

As a global leader in ship management and marine services, we add value to a vessel's operations. Operating around the clock and around the world, V.Group gives every client the quality and efficiency they need in every sector. Covering crew management and recruitment, quality ship management and technical services, together with supporting management and commercial services, V.Group has an unrivalled industry knowledge with performance assured. Our values, We Care, We Collaborate, We Challenge, We are Consistent, We Commit and Deliver, are at the heart of everything we do and they support our strategy of Investing in Talent. We are always interested in making contact with talented individuals - people who will demonstrate our values and deliver great service, for internal and external stakeholders.

### **Key Duties and Responsibilities**

- Prepare quotations and purchase orders, facilitating procurement of provisions and other stores.
- Ensure prompt communication with the vessels under service.
- Monitor quality of victualling services delivered on board and ensure that these meet / exceed client and crew expectations.
- Implement operating standards, policies and procedures
- Communicate interoffice issues as required.
- Assist in the control of activities (as per company guidelines) in case of incidents or emergencies.
- Any other duties which catering management may require to be carried out.

### **Requirements**

- No previous experience required
- Very good command of the English language both written and oral
- A positive outlook and be self-motivated to develop and succeed

### **Benefits**

- Paid Internship €400/month

### **Schedule and duration**

- 6 months (if passed, then we proceed with job offer & benefits - health insurance & Pension)
- Monday – Friday, 09:00 – 17:30 (an hour break) flexible

If interested, kindly contact Antonia Ieridou, L&D Manager at:



[antonia.ieridou@oceanic-services.com](mailto:antonia.ieridou@oceanic-services.com)



+ 357 25 848505

## **Assistant Medical Services, Wellbeing Services Dept (Oceanic, Limassol)**

### **Internship Description**

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### **Key Duties and Responsibilities**

- Enrol new vessels into the Medical Chest Management Service.
- Monitor the enrolment and re-certification procedure.
- Raising POs in CMS, in accordance with sales quotes and/or contractual agreements.
- Follow up on deliveries and obtain proof of delivery documents.
- Ensure that supplier invoices are in accordance with commercial terms and are uploaded in CMS in a timely manner.
- Ensure that client invoices are issued in accordance with contractual agreements and comply with VAT requirements.
- Assist clients swiftly and promptly with information concerning the service.
- Update files and related applications as and when required.
- Other ad hoc requirements as required by the Wellbeing Manager.

### **Requirements**

- No previous experience required
- Very good command of the English language both written and oral
- A positive outlook and be self-motivated to develop and succeed

### **Benefits**

- Paid Internship €400/month

### **Schedule and duration**

- 6 months (if passed, then we proceed with job offer & benefits - health insurance & Pension)
- Monday – Friday, 09:00 – 17:30 (an hour break) flexible

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## **HSEQ Administrator Officer, HSEQ (Health, Safety, Environment and Quality) Dept (Oceanic, Limassol)**

### **Internship Description**

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### **Key Duties and Responsibilities**

- Provide administrative support to the HSEQ team
- Perform data-entry, documentation and filing duties
- Maintenance and/or modification of department data collection system
- Manage and distribute HSEQ documents
- Ensure vessel's and supplier's quality and non-conformity filing system is maintained and up to date
- Follow up/track level of accomplishment of recommended actions derived from agreed action plan between HSEQ and other departments
- Assist in preparatory works for HSEQ Matters related to internal/external audits
- Participate in training sessions organized by the company related with HSEQ
- Other responsibilities and authorities as defined by company's policy

### **Requirements**

- No previous experience required
- Very good command of the English language both written and oral
- A positive outlook and be self-motivated to develop and succeed

### **Benefits**

- Paid Internship €400/month

### **Schedule and duration**

- 6 months (if passed, then we proceed with job offer & benefits - health insurance & Pension)
- Monday – Friday, 09:00 – 17:30 (an hour break) flexible

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## **Purchasing Officer Intern, Cruise & Offshore Dept (Oceanic, Limassol)**

### **Internship Description**

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### **Key Duties and Responsibilities**

- Prepare quotations and purchase orders, facilitating procurement of provisions and other stores
- Ensure prompt communication with the vessels under service
- Monitor operating budgets and communicate any reporting issues or overconsumption to the respective vessels in cooperation with Administration Department
- Monitor quality of victualing services delivered on board and ensure that these meet / exceed client and crew expectations
- Communicate with clients in order to ensure smooth delivery of service.
- Implement operating standards, policies and procedures
- Communicate interoffice issues as required
- Assist in the control of activities (as per company guidelines) in case of incidents or emergencies
- Any other duties which catering management may require to be carried out

### **Requirements**

- No previous experience required
- Very good command of the English language both written and oral
- A positive outlook and be self-motivated to develop and succeed

### **Benefits**

- Paid Internship €400/month

### **Schedule and duration**

- 6 months (if passed, then we proceed with job offer & benefits - health insurance & Pension)
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## **Systems Administrator, Systems Dept (Oceanic, Limassol)**

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### **Key Duties and Responsibilities**

- Update and maintain the master data in the system at all times as per instructions provided by relevant department (users, item master, vessel master, budgets, etc)
- Receiver of all the support issues and maintenance of a log for future need (identify training needs, system bugs, etc)
- Provide 1st level support and guidance to all CMS users (!5' level support and guidance means all daily and repetitive issues that can be easily supported and provision of high level hands on training to users when and if needed)
- Provide P' level support to users for issues that relate to the Vessel Portal
- Liaise with higher levels of support and escalation of other non-1st level issues to them (immediate supervisor and/or vendor where applicable), and follow up for final resolution of all system issues
- Design, preparation and distribution of reports extracted from the system
- Identification of areas of concern and suggest areas of improvement for the systems

### **Requirements**

- No previous experience required
- Very good command of the English language both written and oral
- A positive outlook and be self-motivated to develop and succeed

### **Benefits**

- Paid Internship €400/month

### **Schedule and duration**

- 6 months (if passed, then we proceed with job offer & benefits - health insurance & Pension)
- Monday – Friday, 09:00 – 17:30 (an hour break) flexible

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