



## **We are hiring an Operations Executive**

The International Lutheran Seafarers' Mission (ILSM) is a Christian charity organisation which provides for the welfare and well-being of international ship crew who arrive in our seaports every day. This position reports to the Senior Operations Executive. You will work closely with the Operations Team to engage the ship crew onboard and/or ashore by welcoming them and offering our warmest hospitality as a friendly host.

**In addition to learning Critical Core Skills, this exciting job role gives you the opportunity to acquire some specific skills and knowledge that you cannot find anywhere else. The work scope includes the following:**

- Board the containerships in PSA Terminals to interact with international ship crew.
- Bring the ship crew out of PSA Terminals and show them around as a friendly Shore Guide.
- Manage our Drop-in centre at Jurong Fishery Port and interact with international ship crew.
- Liaise with vendors and stakeholders for the proper maintenance of our Drop-in centre.
- Manage the deployment of Volunteers to welcome the international ship crew.
- Coordinate with vendors for the design, production and delivery of publicity materials.
- Make regular posts on social media to project a positive image and gain followership.
- Support the planning, organisation of publicity activities and events.
- Record operational information to support the submission of monthly operational reports.

**To enjoy and succeed in this role, you should possess the following attributes:**

- You love people and have a compassionate heart towards serving others.
- You are reasonably fit to climb steps to board a ship in the seaport.
- You are an active person and take initiative to anticipate and solve problems.
- You work with little supervision and manage priorities well to deliver work tasks on time.
- You are a team player with good emotional intelligence.
- You are able to communicate well in oral and written English. Ability to communicate in Bahasa Indonesia, Bahasa Melayu, Mandarin and Tagalog is a plus.

**Qualifications and experience:**

- Class 3 driving licence.
- Diploma and above in any discipline.
- At least 1 year of work experience.
- Fresh graduates from tertiary institutions are welcome

**Benefits:**

- Insurance and medical benefits
- Hospitalisation and Sick Leave
- Annual Wage Supplement
- Transport allowance
- CPF contribution
- Mobile phone allowance
- Annual leave
- Season parking in seaports (if applicable)
- Annual increment and performance bonus

**To apply, please send your resume and cover letter to: [ilsm@lutheran.org.sg](mailto:ilsm@lutheran.org.sg)**