We are looking for a a highly motivated and experienced Office Administrator!

Seacon Shipping Germany GmbH & Co. KG is the German branch office of Chinese Seacon Shipping Group, a global leader in ship management with a fleet of over 220+ vessels under management. Seacon Shipping Germany in Hamburg provides ship management as well as crew management services.

**Responsibilities**

-Be a full-time member of the our management team, supporting the wider department and assisting with office administration tasks, such as answering phone calls, sorting mail, printing, binding, and laminating.

-Assist the team in ensuring proper documentation of certifications, procedures, forms, checklists, and manuals etc.

-Engage in client meetings and communications as needed.

-Serve as the primary contact for specific clients, ensuring professional and timely communication.

**Qualifications**

-Previous experience in an administrative, customer service, or support role (e.g., office assistant). Preferably in the maritime industry.

-Excellent communication and interpersonal skills.

-Strong organizational, time-management, and multitasking abilities.

-High attention to detail and accuracy in administrative tasks.

-Proficiency in MS Office Suite (Excel, Word, PowerPoint, Outlook, Team). Preferably any CRM systems.

-Fluency in written and spoken English.

-Permission to work in the EU.

**Salaries**

We offer a nice working environment and an attractive salary package.

**Contact**

In case your are interested kindly send your application including your full CV to:

Jan Warmke

Managing Director

hamburg@seacon-shipping.de

Jan shall be happy to answer your questions.