

HILL ROBINSON INTERNATIONAL INC.

Job Description

A successful Yacht Manager with Hill Robinson USA will be able to demonstrate significant experience and knowledge of the yachting industry. This position involves assisting our fleet of yachts with Yacht and Financial Administration, Safety Administration and Technical Support, Crew Management, Shore Support and maintaining company yacht files. The Yacht Manager is the point of contact for all vessel operations and is responsible for regular reporting to the owner.

Primary Responsibilities

Yacht Manager

Yacht Administration:

- Point of contact for captains.
- Monitor monthly budgets and communicate/anticipate overages, purchasing and spending thresholds; approve invoices, assist with preparing funds requests.
- Maintain yacht files, HRclick and backups.
- Monitor vessel traffic and movement.
- Coordinate insurance, VSAT (and other communications,) vendor and service contracts.
- Produce monthly and yearly owner reports.
- Works directly with Accounting, Compliance and Technical Departments.

Safety Administration and Technical Support:

- Using HRclick, monitor ships documents, keep certificates and records on file and up-to-date, upload and download accounts, photos, forms and certificates.
- Assist with technical support, ISM meetings, internal audits, SSP reviews and manuals; review ISM meetings and follow through on issues.
- Assist updating and producing safety manuals, annual SMA and SSP reviews.

Crew Management:

- Coordinate all captain and crew employment procedures.
- Effectively and efficiently, communicate with captains and crew.
- Assist with crew selection, verify documents, and coordinate employment contracts, insurance and travel.
- Monitor crew vacation and leave according to contract. Coordinate leave and travel logistics.
- Manage appraisals, dismissals, departures and/or terminations.
- Monitor payroll, communicate changes and/or other issues.

Shore Support:

- Assist with reservations.
- Coordinate work with vendors and contractors.
- Send mail and tend to daily correspondence.
- Assure good flow of communication between yacht and other departments.

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Education and Training Requirements
Degree/Diploma Obtained
College degree or other related degree preferred; or equivalent experience.
ISM Auditor's Course and/or other Maritime Training a plus
Licensing Requirements
Valid Driver's License
Current Passport

Job Requirements and Responsibilities
Experience
2+ Years Industry Specific Experience required
Additional experience in similar position, working aboard a yacht as crew, and/or other industry related experience beneficial.
Personal Attributes and Skills
Bilingual (English/French/Spanish) beneficial, but not required.
Excellent yachting knowledge.
Organized, ability to priorities, work under pressure and to tight deadlines.
Flexible and able to react when necessary to last minute changes.
Plan ahead and view crises before they develop.
Client Relationship Management (CRM).
Ability to travel when required.
Office administration, MS office, good communicator, delegation, ability to handle stress, ability to work out of hours when needed.
Decision-Making Authority
Mid-level
Degree of Supervision Received
Minimal
Training Requirements
Initial training to be provided locally.
Secondary training provided during visit to the Antibes office.
Administrative Responsibilities
High organizational skills required with proficiency in MS Office Suite, database navigation, and social media.
All equipment provided.
Assistance to other departments (e.g. accounts with accounting returns, budgets, fund requests, invoicing approvals)
Position Supervised or Directed
President, Fleet Manager