



CAREER AT JASA MERIN SHIP MANAGEMENT SDN BHD

POSITION: QUALITY ASSURANCE (QA) OFFICER

A Marine Operations - Quality Assurance Officer shall specifically focus on the Fleet Vessels Tanker's Safe Handling Operations and up-keep Health, Safety, Security, Environmental & Quality Control within the Company.

Responsibilities:

- Consolidate fleet vessel's (JMSM & Owner's Appointed Ship Manager – CST) daily morning reports (Position, Location [Lat/Long], Vessel Status [at anchor/at berth (Loading/Discharging)/underway/pilotage], Ballast Condition/Loaded Condition, Last Port, Next Port, Distance To Go, ETA Port, Weather Conditions, Speed, Propeller Slips, Cargo Quantity Onboard, Cargo Types Onboard, Cargo Temperature Onboard, Slops Quantity Onboard, Bunker Quantity Onboard [LSFO, MGO & LO], Fresh Water Quantity Onboard.
- Cascade consolidated daily morning report to all shore-based management team no later than 1000hrs on daily basis except (Public Holiday & Weekend).
- Produce monthly overall analysis on the consolidated daily morning report (Deck Abstract & Engine Abstract) on the fleet vessels by month end.
- Consolidate fleet vessels daily performances apart from the information extracted from daily morning report and prepare overall analysis by month end.
- Consolidate and appropriately record HSEQ Statistics (Total Accumulate Man-Hours, LTI, LTIF, RWC, FAC, TRCF, Injurious Incidents, Non-Injurious Incidents, Vessel's Break Down – Defect Reports, Near Misses, Unsafe Condition Unsafe Act [UCUA], Positive Observations, Management of Change [Fleet Vessels & Shore-based], Management Visit Reports, Superintendent Visit Reports, Internal & External Audit Reports, Pre-Vet & SIRE Reports, Port State Control/Flag State Reports into Monthly QA Department Report Template.
- Cascade Security Alerts - ReCAAP ISC to all Fleet Vessels any latest alert published and monitor Fleet Vessels proactive feedbacks and acknowledgment.
- Cascade Safety Alerts/Sharing/Bulletins to all Fleet Vessels either internally generated information or externally extracted from either Marine Insight/IMCA/OCIMF and monitor Fleet Vessels proactive feedbacks and acknowledgement.
- Cascade IMO/UKHO/OCIMF latest list of nautical publications on monthly basis to Fleet Vessels.
- Carried out Nautical Publications Quarterly inventory for Fleet Vessels & Shore-Based library and trigger respective parties once obsolete publications identified.
- Obtain complete records/utilization/receipts on Cash To Master [CTM] from Fleet Vessels on Monthly basis and conduct due diligence cash utilized with cash provided. Immediate inquiries to Fleet Vessels if discrepancies occurred.
- Execute the process of Cash To Master [CTM] for Fleet Vessels timely with proper documentations.
- Record and analyse any crew claims such Tank Cleaning, SIRE Bonus, Crews Cash advances,

etc. Assist with all its documentations.

- Designated Document Controller in assisting Superior preparing Document Change Request [DCR] and to assist the QA Team consolidating revision document [ESMS] from the other department for ESMS Revision Published.
- Prepare OPEX utilization graph according to department basis on PO & Invoices amount received from Account department
- Assist HOD to investigate and address quality issues, including customer complaints and non-conformities, and implement corrective actions.
- Stay up to date with relevant regulations, industry standards, and best practices pertaining to tankers operations and cargo handling.
- Ensure compliance with environmental, safety and security regulations governing tanker transportation
- To perform any task given by Superior and Management other than the above [including up-keeping JMSM office pantry stock-up, focal person addressing to Admin on office itemize defects, conduct shipboard Operations -HSEQ inspections/Walkabout, conduct regular shipboard roving, conduct regular shipboard internal audits, conduct regular shipboard galley/messroom/provision related audits and conduct shipboard safety/security/conduct/management expectation training.

Requirements:

- Degree/Diploma or equivalent in Maritime or Nautical Studies.
- Fresh graduate is preferable.
- Excellent Computer knowledge and skills.
- Able to prepare excel graph analysis from raw data.
- Good communication firm and interpersonal skills.
- Fluent in English & Bahasa Melayu in both speech and writing. (Any additional languages other than those mentioned will be in the list of selection choice).
- Proactive, Positive and HSE Generative behavior.
- Willing to perform task at time of importantly urgent/during weekend when instructed/at time of emergency without any hesitation.
- Willing to travel independently when instructed.

Perks & Benefits:

Allowance (travel stipends, transportation, etc.)

Nearby public transport

Central location in Kuala Lumpur

Medical insurance

Job Location:

Plaza VADS, No. 1, Jalan Tun Mohd Fuad Taman Tun Dr Ismail 60000 Kuala Lumpur

Interested applicant, please send your complete CV /Resume to jmladmin@jasamerin.com.my.