



MAINTENANCE SYSTEMS & INVENTORY EXECUTIVE

Coral Expeditions, Australia's leading small ship cruise line, has a 34 year history of innovation in expedition cruising. To cope with fleet growth, it is now looking for a Maintenance Systems & Inventory Executive. The Maintenance Systems & Inventory Executive (MSIE) administers the HELM system, which is used to manage maintenance, repair requests, Corrective Actions, spares requests and inventory.

OVERALL RESPONSIBILITIES:

- Coordination of Maintenance requests; Responsible for allocating maintenance requests to the appropriate person, tracking the associated action and closing the task as complete.
- Coordination of Material requisitions; Responsible for allocating material requests to the appropriate person, tracking orders and closing the task once complete. Ensures all lead times of procurement is managed to ensure accurate and timely acquisition and delivery of materials for maintenance works.
- Inventory management; Carry out efficient and effective parts procurement for repairs and coordinate to achieve on time repairs. Managing the inventory process with catalogued parts and spares. Maintains the vendor database, including international vendors.
- Purchasing; negotiates prices, orders parts and organises freight. Tracks associated purchases, arranges importation and clearance and updates HELM accordingly.
- Critical Spares; Determines Critical Spares requirements for all vessels in line with ISM requirements, reports on stock holding and usage.
- Administration; responsible for maintaining maintenance, corrective action, inventory records on the HELM system, coordinating information.
- Training; trains new and existing HELM users to increase user efficiency
- Stocktakes; Responsible for ensuring stocktakes are completed monthly and updated in HELM, provides reports to management. Ensures the process for stock management onboard is followed including the storage requirements of materials on ships.

QUALIFICATIONS:

- Marine Engineering

EXPERIENCE:

- Minimum 5 years marine maintenance background
- Experience with SMS and ISM

SKILLS:

- Excellent verbal and written communication
- Proficient in Microsoft Office suite (Word/Excel PowerPoint)

This position is a full-time salary position which is open to candidates based in Australia whom hold Australian residency due to the nature of our business, with substantial Australian work experience.

Please e-mail your resume and cover letter to careers@coralexpeditions.com

As we screen all applicants and select candidates whose qualifications and experience meet our needs, we will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We wish you every success!

Head Office

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Our Expeditions

- > The Kimberley
- > Great Barrier Reef
- > Cape York & Arnhem Land
- > Tasmania
- > Australia's West Coast
- > Australian Circumnavigation
- > Papua New Guinea
- > Raja Ampat & Spice Islands
- > Sulawesi, Komodo & Krakatoa
- > Solomons & Vanuatu
- > New Zealand
- > Islands Of The Indian Ocean

Our Ships

- > Coral Geographer
- > Coral Adventurer
- > Coral Discoverer
- > Coral Expeditions II

