

Dry Bulk Operations Manager

Castleton Commodities International (www.cci.com) is recruiting a Dry Bulk Operations Manager in the Stamford, CT office. This role is responsible for monitoring vessel operations and movements and also to manage all post fixture activities such as voyage planning including bunkers and ensures that the vessels arrive at the loading port on time, making sure that cargo and shipping documents are in order, managing port agents and port agents accounts and ensuring that insurance coverage is sufficiently available. We are seeking an individual that a minimum of 3+ years of experience supporting Dry Bulk Operations and ideally that has some exposure to settlements/confirmation activities.

Responsibilities include:

- Voyage Planning – Bunkers vs Cargo
- Agent appointment and advance
- Bunkering
- Loading / stowage of vessels
- Cargo Discharge – quick turnaround
- Monitor vessel performance and readiness
- Appointment of weather routing service
- Liaise across chartering and operations to ensure all voyages are executed in a safe and also beneficial manner for the company.
- Verify Owners expenses.
- Provide Risk Management desk with estimate consumable bunkers for each intended voyage and where possible a minimum of 2 weeks in advance. Included in this will be also the prices used and the bunker port used in the budget analysis.
- Bills of lading Issuance
- Acceptance and issuance of an LOI in conformity with the charter party. Make sure that a faxed copy of the original bills of lading is sent minimum 2 working days prior to vessel's arrival at the discharge port. Faxed copy of the charterers LOI signed by an authorized officer of the charterers to be received minimum 2 workings days prior vessel's arrival at the discharge port.
- Vessel Delivery / Redelivery including notices on a timely basis
- Notices to cargo charterers
- Final Port Agents disbursements
- Checking documentation to make sure all is in compliance with the charter party

Requirements:

- 3+ Years experience in an Operations role within the shipping industry with some prior exposure to confirmations/settlements or P&L.
- Strong communication skills work ethic, and attention to detail.
- Degree in shipping/ship management or a related field is highly preferred.
- Prior experience working in Softmar or similar software is required.

For more information and to apply, please visit the CCI Careers site at <https://careers-cci.icims.com/jobs/search?ss=1>.

All qualified applicants will receive consideration for employment without regard of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.