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USA

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**TECHNICAL OFFICER – BUSINESS INFORMATION & STATISTICS DEPT.  
POSITION: FULL-TIME  
LOCATION: MIAMI, FL.**

Established in 1993, International Register of Shipping (IRS) is an independent Classification Society working with the objective of 'safeguarding life, property and the environment'. IRS is a provider of classification, certification, verification and advisory services. The position is in the Technical Head Office of the society located in Miami FL USA.

**JOB DESCRIPTION**

Responsible for supervising and running of the Business Information & Statistics Dept., of Ship Classification Society; the BISD Department is responsible for (inter alia):

- ⇒ Preparation and maintaining of Survey Status of vessels and companies for maintaining the survey cycle for class and statutory surveys
- ⇒ Notify the surveying office External Organization Dept (EOD) with information of the certificates are coming due for the renewal, annual or intermediate survey/audit/inspection.
- ⇒ Determine the cases which are overdue for survey/audit/inspection to start communication of suspension or cancellation process as per society's rules.
- ⇒ Evaluate, in conjunction with the Group coordination officers in EOD, the cases of overdue recommendations or conditions of vessels.
- ⇒ Coordination with the Group Coordination Officers in transfer of class to and from another Classification Society.
- ⇒ Communication to the surveyors' officer about the upcoming surveys and coordination with the Group Coordinator Officer for the quote/assignment process.
- ⇒ Preparation and issuance of the suspension, cancellation or withdrawal and re-instatement after evaluation of the ship's survey status.
- ⇒ Notification to the owners/operators/surveyors and internal communication to the IRS Staff.
- ⇒ Notification of cancellation/suspension to the Flag Administration as per their Circulars/Resolutions/Contract Agreement.
- ⇒ Vessel/Company file control as per IRS Filing Procedure.
- ⇒ Compiling the data for publishing of Register of Ships annual and maintain all data.
- ⇒ Reporting data related to vessel/company certification to each Flag State and other authorities as required.
- ⇒ Responsible for preparation of various Business Intelligence/Statistic Reports, KPI Reports etc. related to vessel/'s certification as required by Management on periodical basis.
- ⇒ Guide the other staff in BISD Department on related matters.

**QUALIFICATIONS**

- ⇒ Must hold one of the following:
  - ❖ Bachelor's degree in Naval Architecture or Marine Engineering Ocean Engineering **OR**
  - ❖ Merchant Marine License as Marine Engineer or Deck Officer.
- ⇒ Experience in similar positions or marine surveying/class societies for at least 2 years. Knowledge about marine classification, statutory surveys, maritime conventions and regulations.
- ⇒ Must have excellent written and verbal communication skills in English.
- ⇒ Good computer skills with MS Excel and Word.

### BENEFITS

- Great benefits and working environment

### CONTACT

- If you are interested in this position please e-mail your resume to [Gail.Stoll@intlreg.org](mailto:Gail.Stoll@intlreg.org)