

Load Line Marine SA, a Medium Size Bulk Carrier Shipping Company based in Northern Suburbs, invites graduate students of University of West Attica to apply for the position of the **Technical Administrator**.

The ideal candidate should be able to demonstrate the below skills and qualifications:

- Degree in Naval Architecture and/or Marine Engineering. Alternatively, senior undergraduate student in the above field
- Fluency in English language, both in writing and verbally
- Very good use of Microsoft Office
- Strong communication skills and organizational skills

Duties & Responsibilities:

- Provide full secretarial and administrative support to the Technical department
- Support all the ticketing-agent arrangements for the travelling Superintendents & Technicians
- Follow up on Technical department matters and daily monitoring of the Planned Maintenance System of the company

Type of employment: Full Time

Please send your CV to the following email address: lirecruit09@gmail.com