

SKILLS FRAMEWORK FOR SEA TRANSPORT

SKILLS MAP - ASSISTANT CHARTERING BROKER /TRAINEE CHARTERING BROKER

Sector	Sea Transport			
Track	Maritime Services			
Sub-track	Brokerage			
Occupation	Chartering Broker			
Job Role	Assistant Chartering Broker/Trainee Chartering Broker			
Job Role Description	The Assistant Chartering Broker/Trainee Chartering Broker supports senior chartering brokers by identifying ships that meet client's requirements and are available for charter, performing voyage calculations, and preparing contracts and/or charter parties for both cargo owners and ship owners. To do so, he/she monitors the freight, ship hire and cargo rates closely, analyses market data to identify potential clients, and ensures that service standards are met to build and maintain relationships with existing clientele. He has initiative and with a flair for numeracy and accuracy.			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Grow chartering brokerage business		Monitor and analyse market directions, and supply and demand of ships for particular types of cargo within a geographic region	
			Monitor vessel positions and find ships that meet the requirements of cargo owners	
			Support senior chartering brokers in the negotiation of spot fixtures/time charters	
			Preparation of recaps, contracts, charter parties and any other trade documentation for ship owners and cargo owners	
			Report findings for future business development	
	Manage chartering brokerage operations		Ensure vessels contracted are in compliance with flag state, port and local regulations, as well as client's requirements	
			Monitor vessel operations at sea, vessel arrival and berthing, and cargo operations at port to ensure key timings and schedules are met	
			Monitor and track the cost and delivery of relevant port services for agency, towage, bunkering, stevedoring, etc.	
			Ensure that the relevant port services for agency, towage, bunkering, stevedoring, etc. are contracted and delivered	
			Prepare and analyse reports on freight/hire income, payments for claims, demurrage, agency fees commissions, etc. and ensure that they are settled on time	
	Service client accounts		Prepare client updates on market outlook related to chartering activities, refinery activities, and fleet deployment	
		Foster and deepen relationship with clients		
		Update customer, document and vessel databases		
Skills & Competencies	Technical Skills & Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 3	Communication	Advanced
	Business Data Analysis	Level 2	Interpersonal Skills	Advanced
	Business Negotiation	Level 3	Teamwork	Advanced
	Business Planning	Level 3	Service Orientation	Advanced
	Cash Flow Reporting	Level 3	Sense Making	Advanced
	Chartering	Level 3		
	Credit Risk Management	Level 3		
	Cyber Security	Level 3		
	Financial Analysis	Level 3		
	Financial Management	Level 3		
	Innovation	Level 3		
	Market Research	Level 3		
	Networking	Level 3		
	Proposal Writing	Level 3		
Service Excellence	Level 3			
Technology Integration	Level 2			
Programme Listing	For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport			

The information contained in this document serves as a guide.