

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - CHARTERING BROKER**

Sector	Sea Transport			
Track	Maritime Services			
Sub-track	Brokerage			
Occupation	Chartering Broker			
Job Role	Chartering Broker			
Job Role Description	The Chartering Broker acts as an intermediary between cargo owners and ship owners in arranging the best possible deal for freight, hire and/or cargo rates. He/She maintains a strong working relationship with clients by ensuring service standards are met and resolving any disputes that may arise. Beyond short term market activities, he/she assess the viability of new business opportunities in the medium term by analysing freight, hire and cargo markets. He solves day-to-day issues and oversees the implementation of workflow improvements, guides and provides on-the-job coaching to juniors and subordinates.			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Grow chartering brokerage business	Monitor and analyse market data on demand and supply of vessels for particular types of cargo within a geographic region		
		Identify and solicit prospective clients by pre-empting transportation requirements and open vessel positions		
		Identify clients' needs and requirements for cargo type, load and discharge ports, shipment dates, etc.		
		Monitor vessel positions and find ships that meet the requirements of the cargo owners		
		Negotiate spot fixtures/time charters		
		Preparation of recaps, contracts, charter parties and any other trade documentation for ship owners and cargo owners		
		Conduct data analysis to identify trends and patterns, potential business opportunities, and associated risks on a medium-to-long term horizon		
	Manage chartering brokerage operations	Ensure vessels contracted are in compliance with flag state, port and local regulations, as well as client's requirements		
		Monitor and track vessel operations and cargo operations so as to ensure that key contractual obligations are met		
		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	Update clients with latest updates on market outlook (e.g. chartering activities, refinery runs, and fleet deployment)		
		Foster and deepen relationships with clients		
		Manage contracts with ship owners, cargo owners and (other) brokers		
	Manage business risks	Manage compliance to risk management frameworks, policies and processes		
Conduct data analysis to identify trends, patterns and associated risks				
Lead improvements to enhance efficiency	Oversee implementation of workflow improvements to improve efficiency			
	Assess viability of workflow improvements			
Manage resource planning	Optimise utilisation of resources			
	Acquire and allocate resources to support operations			
Skills & Competencies	Technical Skills & Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Communication	Advanced
	Business Data Analysis	Level 2	Interpersonal Skills	Advanced
	Business Negotiation	Level 4	Teamwork	Advanced
	Business Planning	Level 4	Service Orientation	Advanced
	Cash Flow Reporting	Level 4	Problem Solving	Advanced
	Chartering	Level 4		
	Credit Risk Management	Level 4		
	Cyber Security	Level 3		
	Financial Analysis	Level 4		
	Financial Management	Level 4		
	Innovation	Level 4		
	Market Research	Level 4		
	Networking	Level 4		
	Organisational Strategy and Policy Realisation	Level 4		
Proposal Writing	Level 4			
Resource Management	Level 3			

	Risk Compliance and Governance	Level 4	
	Risk Control and Response Planning	Level 4	
	Service Excellence	Level 4	
	Technology Integration	Level 3	
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.