

SKILLS FRAMEWORK FOR SEA TRANSPORT

SKILLS MAP – ASSISTANT SALES AND PURCHASE BROKER/TRAINEE SALES AND PURCHASE BROKER

Sector	Sea Transport			
Track	Maritime Services			
Sub-track	Brokerage			
Occupation	Sales and Purchase Broker			
Job Role	Assistant Sales and Purchase Broker/Trainee Sales and Purchase Broker			
Job Role Description	<p>The Assistant/Trainee Sales and Purchase Broker supports in identifying potential clients for the sales and purchase of ships and assisting in contract preparation. He/She may be required to source and compile options to finance the sale and purchase of the ship and analyse ship valuation reports and ensure adherence to legal and regulatory requirements. He also assesses market data to identify potential clients to management, while monitoring trends and developments in the shipping market.</p> <p>He has initiative and a flair for numeracy and accuracy and can work in a fast-paced environment to close sales.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Grow sales and purchase brokering business		Assist in the negotiation and contract preparation for sales and purchases of ships	
			Analyse ship valuation reports and make recommendations on potential investment/divestment opportunities	
			Source and compile ship financing options	
			Report findings for business development	
	Manage sales and purchase brokering operations		Monitor and analyse market trends in ship sales and purchases with the support of digital platforms	
		Compile reports on sales and earnings of shipping companies		
		Compile and review various certificates/class records to ascertain the vessel specifications and conditions		
Service client accounts		Appoint marine surveyors to inspect the vessel		
		Update clients on latest market developments on vessel valuation, chartering activities and fleet demand and supply		
		Update customer 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
	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		
	Ship Financing	Level 3		
	Ship Sale and Purchase	Level 3		
	Ship Valuation	Level 2		
Technology Integration	Level 2			
Programme Listing	<p>For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport</p>			

The information contained in this document serves as a guide.