

SKILLS FRAMEWORK FOR SEA TRANSPORT SKILLS MAP - SALES AND PURCHASE BROKER				
<b>Sector</b>	Sea Transport			
<b>Track</b>	Maritime Services			
<b>Sub-track</b>	Brokerage			
<b>Occupation</b>	Sales and Purchase Broker			
<b>Job Role</b>	<b>Sales and Purchase Broker</b>			
<b>Job Role Description</b>	<p>The Sales and Purchase Broker acts as an intermediary between buyers and sellers of ships and is responsible for overseeing the sale and purchase of ships while ensuring compliance with legal and regulatory requirements. He/She assesses the viability and risks of pursuing new business opportunities and analyses risk management data to highlight potential areas of concern to management.</p> <p>He guides and provides on-the-job coaching to junior colleagues in their daily work.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	
	Grow sales and purchase brokering business	Identify and solicit prospective clients by pre-empting their business and financing needs		
		Identify clients' needs and requirements on vessel(s) to be purchased/sold		
		Negotiate the terms and finalise the details of sales and purchase of ships and contracts with the support of digital platforms		
		Analyse ship valuation reports and make recommendations to clients on potential investment or divestment opportunities		
		Review and advise clients on financing options for ship sales and purchases		
		Analyse risks of potential business opportunities		
	Manage sales and purchase brokering operations	Analyse market data to identify business opportunities and understand global trading patterns and supply and demand of ships		
		Analyse reports on sales and earnings of shipping companies		
		Compile and review various certificates/class records to ascertain the vessel specifications and conditions		
		Appoint marine surveyors to inspect the vessel and deduce the impact of the vessel condition on ship valuation		
	Service client accounts	Maintain relationships with ship owners, ship financiers and other brokers		
		Manage issues arising from servicing client accounts		
		Manage information exchange between clients and other counterparties in the transaction		
Manage business risks	Manage compliance to risk management frameworks, policies and processes			
	Conduct data analysis to identify trends and patterns of business-associated risks and recommend corrective actions			
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			
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	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
	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		
	Risk Compliance and Governance	Level 4		
	Risk Control and Response Planning	Level 4		
	Resource Management	Level 3		
	Service Excellence	Level 4		
Ship Financing	Level 4			

	Ship Sale and Purchase	Level 4	
	Ship Valuation	Level 3	
	Technology Integration	Level 3	
<b>Programme Listing</b>	For a list of Training Programmes available for the Sea Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/sea-transport">www.skillsfuture.sg/skills-framework/sea-transport</a>		

The information contained in this document serves as a guide.