



## Operations Officer

By joining the operations team, the candidate will have to conduct all operations and logistics related tasks to ensure levels of service meet, or exceed, customers' expectations, and to contribute to the continuous improvement and development of the department.

### Description of the tasks handled by the operations department:

- Arranging and planning all loading and deliveries of containers and flexitanks from A to Z.
- Vessel fixture and follow up.
- Liaising with shipping lines, freight forwarders, ship brokers, insurance companies, suppliers, customers and handle the entire supply chain and operational part.
- Documentation handling: contracts, shipping documents, reports etc.

### Requirements:

- Minimum 5 years' experience in logistics and operations, preferably with containers handling.
- Experience of working in a trading company / import-export.
- Knowledge of SAP or similar software.
- Very good knowledge of Microsoft Office.
- Knowledge of Incoterms.
- Experience in shipping of petroleum and petrochemical products is an advantage.
- Attention to detail, meticulous and dedicated person.
- English speaker (any other languages is a plus).
- Preferably Cyprus resident.

Please send your CV and a cover letter to [shamrock@myshamrockgroup.com](mailto:shamrock@myshamrockgroup.com)

### About Shamrock:

Shamrock Shipping & Trading Ltd has been involved in the trading, shipping and distribution of Petroleum Products over the past 15 years.

With a highly experienced and skilled team, our company has developed over the years as a reputable and recognized name in the base oils and lubricants industry. Known for a high level of service and knowledge, we aim to maintain, above all, a trustful cooperation with all our partners.

Today, Shamrock is the global leader in base oil supply and distribution by flexitank and the 'one stop shop' in the lubricants industry, offering a full range of products and integrated services to meet all the base oil and specialty blending needs of our clients. Our clients benefit from consistent supply options from the most reliable refineries worldwide and the most favourable logistics and financing terms.

Our goal is to continue achieving the high standards set by our Company, and maintain Shamrock's ever presence as a leading partner in the base oils and lubricants industry.