

<b>DEPARTMENT:</b>	Immigration & Personnel Logistics
<b>LOCATION:</b>	Suriname
<b>JOB TYPE:</b>	Office/Field Based
<b>JOB TITLE:</b>	<b>Immigration Assistant (Night Shift)</b>
<b>DIRECTLY REPORTS TO:</b>	Samantha Cole/Kevin Julen
<b>POSITION (S) REPORTING INTO THIS ROLE:</b>	N/A
<b>DEPARTMENT LEAD:</b>	Samantha Cole
<b>OVERSEEING ELT MEMBER:</b>	Shelly-Ann Ramnanan-Singh

**JOB PURPOSE:**

This role is predominantly responsible for planning and executing Immigration & Personnel Logistics related operations including but not limited to Meet and Greets, Crew Changes, Passport endorsements, Transportation, Accommodation, Medical Assistance, and Right to Work/Entry Approvals.

**KEY DUTIES AND RESPONSIBILITIES:**

<b>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</b>	<b>Approx. % of time annually</b>
1. To assist with the end-to-end process as it relates to obtaining Work Permits, CSME & Visas	10
2. To assist with the end-to-end process as it relates to arranging and extending Short Stay Permits and Stay Permits	10
3. To assist with coordinating transportation, accommodation, and medical assistance	20
4. To assist with coordinating Charter Flights and Transit Flights	10
5. To assist with the coordination and execution of Meet & Greets	10
6. To assist with the coordination and execution of all Crew Changes by ensuring the Shorebase Supervisor is notified of any upcoming crew changes via email stating names, PP numbers, ETA/ETD at least 24-48hrs and to further coordinate and confirm that all land and water taxi arrangements for all crew changes are in place.	10
7. To work closely with Regional Immigration & Personnel Logistics teams where necessary	5
8. To ensure the necessary Immigration & Personnel Logistics Work Orders are prepared and executed accordingly for any services rendered to a client.	20
9. Any other additional duties	5

*Include the meanings of all acronyms used in the Job Duties above e.g KPI is Key Performance Indicators.*

**QUALIFICATIONS AND EXPERIENCE:**

- A minimum of a diploma in management or a related field
- At least two (2) years' experience in a similar field will be an asset
- Advance Knowledge of the Surinamese immigrations requirements
- Ability work 12 hrs shifts from 06:00 hrs – 18:00 hrs

**PERSON SPECIFICATION:**

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- Strong communication and Collaboration skills
- Ability to multi-task
- Ability to adapt to dynamic environment
- Ability to pay attention to detail and well organized

**SUPERVISORY DUTIES:**

- NA

**HSSEQ RESPONSIBILITIES:**

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.
- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

**KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:**

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.

**WORKING CONDITIONS**

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.

	<b>Name(s)</b>	<b>Date</b>
<b>HR Reviewer(s)</b>	Torasha Faerber	
<b>Department Reviewer(s)</b>	Samantha Cole/Kevin Julen	
<b>ELT Reviewer(s)</b>	Shelly-Ann Ramnanan-Singh	

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I hereby confirm I have read and accept the duties and responsibilities outlined within.

**EMPLOYEE SIGNATURE:**

**EMPLOYEE NAME (PRINT):**

**DATE:**