

JOIN VALLIANZ

GROW • COLLABORATE • SUCCEED

WE ARE **HIRING**

Executive, Administrative

Who we are?

Vallianz Holdings Limited (“Vallianz” or the “Company” together with its subsidiaries, collectively the “Group”) is a leading provider of offshore support vessels (“OSVs”) and marine solutions, catering to the evolving demands of the global energy industry.

Vallianz has remained committed to delivering comprehensive offshore marine solutions, guided by a forward-thinking yet pragmatic vision. Our success is driven by a team of highly skilled industry professionals who collaborate closely with clients to meet their operational needs.

Headquartered in Singapore and publicly listed, Vallianz has an international presence, operating across key markets in the Middle East and Asia-Pacific. To adapt to the industry’s rapidly changing landscape, our fleet consists of OSVs, including anchor handling tugs with supply capabilities, submersible launch barges, and flat-top cargo barges.

The Group also owns a shipyard in Batam, Indonesia, which serves as a hub for vessel docking, maintenance, and repairs. The shipyard is equipped with robust in-house fabrication and engineering capabilities, including shipbuilding and specialised fabrication services. These downstream capabilities are fully dedicated to supporting our subsidiaries, partners, and clients, enhancing our value proposition and reinforcing our commitment to operational excellence and service quality.

Job Purpose

To provide comprehensive administrative, invoicing, and marketing support to the Commercial team, ensuring accurate documentation, efficient purchase requisition processes, and effective coordination for managed vessels and commercial activities.

Job Responsibilities

1. Administrative & Invoicing Support

- Raise, reserve, amend, and finalize Purchase Requisitions (PR) / Purchase Order (PO) in compliance with company procedures.
- Maintain and update PR/PO Control Logs accurately and in a timely manner.
- Liaise with Charterers and vendors on payment related matters, including follow-ups on cost confirmation and documentation.

- Support invoicing-related documentation and record-keeping for commercial and marketing activities.
- Provide administrative and operational support to the Commercial team in day-to-day commercial activities.
- Assist in the preparation, coordination, and follow-up of chartering documentation, including offers, confirmations, and supporting records.
- Support invoicing and documentation related to chartering and marketing activities, ensuring accuracy and timely submission.
- Maintain proper filing and records of marketing and chartering correspondence, contracts, and supporting documents.

2. Commercial Support

- Assist in developing and executing marketing initiatives and campaigns aligned with the Company's commercial objectives.
- Coordinate the preparation and updating of marketing materials such as corporate profiles, brochures, presentations, and digital content.
- Support market intelligence and data collection activities, including compilation of basic market information, vessel utilization data, and client contact lists.
- Liaise with internal departments and external vendors (e.g. designers, event organizers, service providers) for marketing and promotional activities.
- Track, compile, and report basic marketing performance indicators and digital engagement statistics where required.
- Assist in maintaining the Company's marketing databases, mailing lists, and customer records.

3. General Support

- Provide secretarial and administrative support to Senior Management when required.
- Assist with visa applications, verification of staff claims, and general administrative matters

Required Skills and Qualifications

- Diploma or Degree in Business Administration, Maritime Studies, Marketing, or a related discipline.
- Minimum 1 year of relevant experience in administration, marketing support, or related functions
- Experience in the marine and offshore industry will be an advantage or internship in marine and offshore industry.
- Familiarity with systems and processes for raising Purchase Requisitions (PR) and Purchase Orders (PO)
- Experience in maintaining vendor records, documentation, and administrative tracking.
- Good communication and coordination skills to liaise effectively with internal stakeholders and external vendors.

We offer

- Competitive remuneration package.

Benefits

- Annual Leave
- Group and Dental Insurance
- Birthday Leave
- Flexible working hours

Please send your resume or CV to hr@vallianzholdings.com