

JOIN VALLIANZ

GROW • COLLABORATE • SUCCEED

WE ARE **HIRING**

Executive, Operations

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 support the daily operational management of assigned vessels/barges by assisting in coordination, reporting, and compliance tasks. The role provides foundational exposure to vessel operations, charter party requirements, and stakeholder coordination within ship management environment.

Job Responsibilities

1. Operational Support

- Support coordination between vessels, port agents, charterers, and internal departments.
- Follow up on operational instructions to ensure timely execution (port calls, bunkering, supplies, crew changes).

- Attend client inspection e.g. Marine warranty survey / OVID / IMCA etc.
- Participate in tender exercise by providing operation data.
- Track vessel statuses and escalate issues to senior team members when required.

2. Reporting & Documentation

- Maintain accurate records of vessel movements, fuel consumption, and operational activities.
- Prepare basic operational summaries and updates for internal reporting.
- Ensure proper filing of voyage documents, port documents, and correspondence.

3. Safety & Compliance Support

- Ensure all documentation aligns with company procedures and regulatory requirements.
- Assist in tracking vessel certificates, inspection schedules, and compliance status.
- Support coordination with Technical and HSE teams when required.

4. Stakeholder Coordination

- Liaise with port agents, vendors, and internal teams on routine operational matters.
- Ensure timely communication and follow-ups on operational requests.
- Maintain clear and professional correspondence with all stakeholders.

5. Learning & Development

- Develop understanding of vessel operations, offshore support vessels (AHTS, Barges), and marine logistics.
- Gain familiarity with industry practices, marine regulations, and company procedures.
- Participate in on-the-job training and guidance provided by senior team members.

Required Skills and Qualifications

- Diploma or Degree in Maritime Studies, Shipping Management, Logistics, or related discipline.
- Minimum 1 year of relevant experience in shipping, logistics, marine operations, or related fields.
- Experience in marine and offshore industry is an advantage or internship in the marine and offshore industry.
- Experience in port documentation, compliance tracking, and operational reporting.
- Good communication and coordination skills with internal and external stakeholders.

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