



KEIL MARITIME

Seeking Business Manager

Position Description:

Keil Maritime is seeking a Business Manager to join our team.

Your primary responsibilities will include:

- Organise and co-ordinate operations and workflows to maximise productivity
- Assess overall company performance against objectives
- Design and implement business plans and strategies to obtain goals
- Supervise the work of employees and provide feedback to maximise efficiency
- Maintain relationships with clients / vendors / suppliers
- Project management tasks
- HR / payroll / accounts payable and receivable

About us:

Keil Maritime is a thriving, successful and innovative Marine Surveying and Naval Architecture company, being the only private firm offering a start-to-finish service in Darwin – we are extremely busy! Trading since 2015, with our first office space opened in 2018, and a small team of 5, view our website at www.keilmaritime.com

Keil Maritime is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About the perks:

- Full time position, above award wages, with remuneration reflecting your experience and qualifications
- Access to work vehicle during work hours
- Our team is highly experienced, friendly, helpful and a little bit quirky

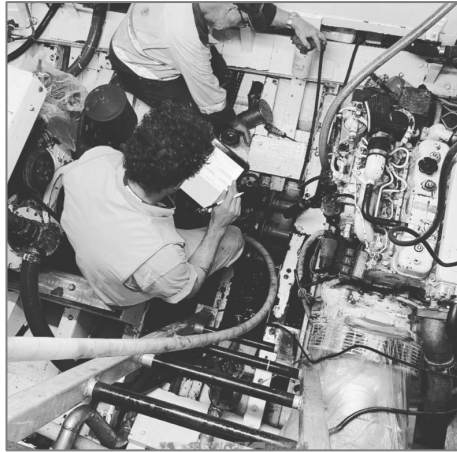


Keil Maritime Pty Ltd

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About you:

- Experience in the maritime industry is highly desirable
- Dedicated, focused, resilient, thorough with excellent problem-solving capabilities, and a friendly but firm nature
- Excellent verbal, written and interpersonal skills
- Fluent computer skills, with a solid understanding of MS Office suite, particularly word doc formatting and excel spreadsheets, Adobe, and Xero Accounting
- Ability to find, read, interpret, and understand legislation, Marine Orders, standards, and work instructions
- High level report writing skills are crucial
- Demonstrated ability to work within a team environment
- Excellent organisational skills, self-motivation, and attention to detail
- Sensitivity to deal with confidential information
- A current Class C Australian Driving Licence and transportation
- Australian Resident / Rights to work in Australia

How to apply:

Please email a copy of your resume and cover letter addressing the selection criteria, your previous experience, and copies of your relevant qualifications to admin@keilmaritime.com or call 08 8967 1661 and speak to Sarah to find out more.