

Work Scope for ILSM Operations Executive

Reporting to the General Manager, you are expected to work closely with the ILSM team to care for the seafaring community in Word and Deed.

The work scope includes:

- Making ship visits in Seaport Terminals to enquire after the welfare of the seafaring community.
- Engaging the seafaring crew ashore by being a friendly shore guide as part of our Coastal Welcome Services.
- Manning and managing the Seafarers' Welfare Centre (SWC), which is our drop-in centre in Jurong Fishery Port.
- Liaising with vendors and stakeholders for the proper upkeep and maintenance of SWC.
- Coordinating with vendors for the design, production and delivery of marketing collaterals and corporate gift items.
- Growing and managing the deployment of Volunteers to support ILSM's mission of caring for the welfare of the seafaring community.
- Providing monthly operational reports to the General Manager for consolidation and submission to the ILSM Board and stakeholders of interest.
- Managing the social media activities of ILSM to project a positive image and increase our online exposure to our target audience.
- Supporting the planning and organisation of meetings, activities and events initiated by the Operations Team and/or the ILSM Board.
- Standing in for the General Manager's duties in his absence including attending meetings with external parties.

The candidate must possess the following attributes:

- Possess a missional mindset and compassion towards the lost.
- Be bold and unashamed in sharing the Gospel and proclaiming the Name of Jesus to people of all nations.
- Be able to communicate fluently in English, both written and verbal. Ability to communicate in Bahasa Indonesia, Bahasa Melayu, Tagalog is a plus.
- Be hospitable and joyful in service.
- Be a team player with good emotional intelligence.

Qualifications and experience:

- Class 3 driving licence.
- Diploma and above in any discipline.
- At least 3 years' of work experience, preferably in social service or mission work.

Please note that this is an outdoor job involving ship climbing and work area is in the western region of Singapore (e.g. Taman Jurong, Fishery Port Road, Tuas Port, Pasir Panjang Terminal).

海员事工营运主管的工作范围

向总经理汇报，您需要与海员事工团队紧密合作，用言语和行动关心海员的安康和福利。

工作范围包括：

- 在港口内登船做船访，问候海员们的安康。
- 作为我们“沿海欢迎服务”的友好岸上导游，热心款待船员。
- 管理我们在裕廊渔港内所设立的海员福利中心（SWC）。
- 与供应商和利益相关者联络，以妥善保养和维护 SWC。
- 与供应商协调公司礼品的设计，生产和交付。
- 曾展和管理志愿者的部署，以支持海员事工的使命，关怀海员的福利。
- 每月向总经理提供营运报告，以便汇报海员事工董事会和利益相关者。
- 管理海员事工的社交媒体活动，树立正面与专业的形象，增加我们在线上对目标受众的曝光率。
- 支持营运团队与海员事工董事会发起的会议、活动和事件的规划和组织。
- 在总经理缺席的情况下代行其职责，包括参加与外部各方的会议。

候选人必须具备以下特质：

- 具有使命感和对迷失者的同情心。
- 勇敢无畏地向各地海员分享福音并宣扬耶稣的名。
- 能够用英语流利的进行书面和口头交流。能够使用印尼语、马来语、他加禄语进行交流是加分项。
- 热情好客，乐于服务。
- 具有良好的情商，善于团队合作。

资格和经验：

- 拥有 3 级驾照。
- 任何学科的文凭及(Diploma)以上。
- 至少 3 年的工作经验，最好是社区服务或宣教工作。