



## Job Description 2<sup>nd</sup> Officer

Oldendorff Carriers

<b>Position:</b>	2 <sup>nd</sup> Officer
<b>Organization:</b>	Shipboard Organization
<b>Department:</b>	Deck
<b>Group:</b>	
<b>Objectives:</b>	Support to Master and Chief Officer specially considering the vessel's safety, environment protection, security, cost management and the quality of services
<b>Function:</b>	<ul style="list-style-type: none"><li>• Bridge Watchkeeping/ GMDSS</li><li>• Port Watchkeeping</li><li>• Supervision of cargo operations</li><li>• Voyage planning</li><li>• Maintenance of admiralty charts, tables, nautical publications, rules, regulations, manuals, tracks, etc.</li><li>• Supervision and maintenance of nautical equipment</li><li>• Medical Officer</li><li>• Assisting the Master regarding medical care of the crew</li><li>• Supervision and maintenance of medical chest</li><li>• <i>Administration of all papers related to ship's clearance at arriving port</i></li><li>• Calculation and preparation of monthly wage accounts for all crew under the supervision of the Master</li><li>• Participating in ship's reporting systems as such as AMVER, Ocean route etc.</li><li>• Optimising the quality of services</li><li>• Tasks according to Muster list</li><li>• Security tasks according assignment</li></ul> <p>Remark:</p> <ul style="list-style-type: none"><li>• Tasks may be shifted or added if considered necessary by the ship's command</li></ul>
<b>Participation:</b>	<ul style="list-style-type: none"><li>• Safe working practice</li><li>• Administration and documentation ship personnel</li><li>• Training and drills</li><li>• Requisition of nautical publications and medical chest</li><li>• Administrative work</li></ul>
<b>Subordination:</b>	Master, Chief Mate
<b>Superiority:</b>	Watchkeeping Personnel Deck
<b>Cooperation:</b>	Engine Department, QSE Department
<b>Substitution:</b>	Chief Mate, 3 <sup>rd</sup> Officer
<b>Qualification:</b>	<ul style="list-style-type: none"><li>• Licenses and examinations compulsory for the vessel</li><li>• Medical fitness</li><li>• Professional experience</li><li>• Fully conversant with Oldendorff Carriers' QSE/ Security System</li></ul>