

Job Description

Recruitment Officer (Talent Acquisition Team – Marine HR) – GMOS World

Date: 07th June 2025

Location: Delhi NCR / Dehradun

About GMOS

As a boutique firm, we offer owners a deeply personalised and agile partnership—free from the inertia of large corporate structures. Our size is our strength: it allows us to act swiftly, stay closer to our clients, and offer true transparency powered by digitisation and real-time data sharing.

We are built on principles of ethics, integrity, and accountability. Our clients trust us not just to manage ships, but to safeguard reputations, crews, and long-term value.

Whether navigating today's commercial complexities or preparing for tomorrow's decarbonised fleet, we are your strategic ally at sea and ashore.

Job Summary

The Crew Recruitment Officer is responsible for identifying, evaluating, and recruiting new qualified seafarers to meet fleet requirements. This role ensures effective crew selection, compliance with industry regulations, and smooth onboarding processes while maintaining cost efficiency.

Key Responsibilities

Recruitment & Sourcing

- Identify and contact new seafarers, as per fleet requirement
- Conduct initial screening and shortlist candidates based on qualifications and experience.
- Arranging Interview of shortlisted candidates with line manager
- Once approved liaising with Seafarer Deployment team for vessel nomination
- Support in Road shows, Seminars / Webinar

Compliance & Documentation

- Ensure adherence to industry standards, including SOLAS, MARPOL, ISM Code, SIRE 2.0, and STCW requirements.
- Oversee data authenticity in application forms and maintain accurate records.

Finance

- Assist in budget planning for crew sourcing activities
- Implement cost-effective hiring strategies without compromising service quality

Qualifications & Experience

Educational Background:

- Degree holder with minimum 3-4 years of Shipping experience, preferably in sourcing and recruitment

Competencies:

- Effective Communication & Listening – Strong interaction skills for crew management.
- Excellent command of the written and spoken English language
- Collaboration & Teamwork – Coordinating with multiple departments and stakeholders.
- Planning & Organizational Skills – Managing schedules and documentation efficiently. Must be able to work and recruit to a tight deadline. Ability to analyse staffing needs and optimize sourcing strategies.
- Initiative & Accountability – Proactive approach in handling crew recruitment.

Diversity & Inclusion Commitment

GMOS is dedicated to diversity, equity, and inclusion in the workplace. We foster a harassment-free environment, ensuring equal opportunities for all employees regardless of race, gender, nationality, disability, or other protected characteristics as per local laws.