



GMOS WORLD

"Strategic Sustainable Solutions for a Stronger Maritime Industry"

Job Description

Management Trainee (Marine HR) – GMOS World

Date: 07th June 2025

Location: Delhi NCR / Dehradun

Reporting to: Crewing Manager

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 Management Trainee will assist the crewing department in managing seafarer operations, documentation, and training coordination. This role offers immersive exposure to maritime HR practices, regulatory frameworks, and the logistics of global crew deployment.

Key Responsibilities -

- Support verification and organization of crew documents (COC, STCW, medicals, visas)
- Assist in maintaining the seafarer database and crew availability tracking
- Help coordinate travel, visa processing, and joining schedules
- Draft internal documentation and employment contracts under supervision
- Learn about MLC, STCW, and RPSL compliance procedures
- Liaise with manning agents and training institutes for onboarding and certification
- Participate in crew induction and pre-joining briefings
- Maintain training records and assist in scheduling mandatory courses

Learning Outcomes -

- Practical understanding of crew management workflows and compliance
- Familiarity with international maritime regulations and documentation
- Exposure to crewing software and HR coordination tools
- Insight into global crew logistics, training, and onboarding processes

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Singapore, Denmark, India, UAE, Philippines



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Eligibility Criteria-

- Pursuing a degree/diploma in Maritime Studies, HR, or related field
- Strong communication and organizational skills
- Proficiency in MS Office (Excel, Word, Outlook)
- Interest in maritime operations and long-term career growth
- Eagerness to learn and contribute in a dynamic environment

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.

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