

Department: Hudson Marine Management	Position: Assistant Plan Writer
Summary of Position: The Assistant Plan Writer will be responsible for day-to-day administrative duties surrounding the drafting and seeking of regulatory approval for emergency response plans for commercial ship operators.	
Job Description: The Assistant Plan Writer works with co-workers and clients to gather required documentation and information, incorporate that information into templated plans, draft plans, liaise with regulatory authorities for approval of such plans, and continuously revise/maintain those processes to the satisfaction of our long-standing client base. This role requires the following skill set to achieve success.	
Qualifications: <ul style="list-style-type: none">• Minimum high school diploma;• Candidates with undergraduate or advanced degree will be attractive though not required; and• Training or certifications relevant to the maritime sector will be attractive though not required.	
Abilities: <ul style="list-style-type: none">• MS Word – demonstrated proficiency;• MS Excel – demonstrated proficiency;• Basic recognition of non-English spellings and alphabets;• Intuitive grasp of web-based software for data entry and tracking;• Willingness to cheerfully multi-task due to constantly shifting operational priorities;• Self-Motivated/Self-Starter;• Strong written and verbal communication skills;• Strong telephone skills;• Strong attention-to-detail;• Strong time management and organizational skills; and• Available to work flex schedule, which includes weekend duty.	
Desirable Attributes: <ul style="list-style-type: none">• Enjoy task-centered work in a collaborative environment;• Ability to shift attention to the most immediate need as directed;• Familiarity with maritime terms and concepts;• Enjoys working in an open office layout; and• Enjoys learning new processes and procedures.	
Company Benefits: <ul style="list-style-type: none">• Pleasant, professional working environment;• Opportunities for advancement;• Partially-paid health insurance;• Company sponsored life insurance;• Paid holidays; and Paid vacation and sick days.	
Please e-mail resume with covering letter (incl. salary requirements) to recruitment@hudsonanalytix.com	