

Department: Hudson Marine Management	Position: Operations Assistant, Compliance/Technical Dept.
Summary of Position: The Operations Assistant will be responsible for day-to-day administrative duties and supporting operations for regulatory compliance for commercial client vessel fleet(s).	
Job Description: The Operations Assistant works with co-workers and clients to support client vessels' operations in U.S. waters and world-wide trade performing regulatory required filings, liaising with vessel Captains and client points of contact as well as a myriad of Federal, State and local officials to support those vessel operations and compliance with the regulations. 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, MS Excel, – demonstrated proficiency; • MS Access – proficiency desired; • 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. <p>Please e-mail resume with covering letter (incl. salary requirements) to recruitment@hudsonanalytix.com</p>	