



Crew Coordinator (fulltime)

Location: Serooskerke (Walcheren) on site

January 2026

Are you enthusiastic about crew management and thrive in the challenges of overseeing global projects within the offshore industry? Are you passionate about contributing to a committed and dynamic team dedicated to achieving optimal results?

If so, we invite you to consider the role of a Crewing Officer in our organization.

About Us

OOS International is an offshore service provider for ship management, accommodation, decommissioning and heavy lifting. OOS International offers unique assets that go beyond customer expectations. Fully certified to ensure safe, high quality and environmental friendly operations.

Job Description

The Crew Coordinator supports the planning and administration of all crew-related activities for offshore operations. This role ensures that personnel are scheduled, certified, and fully prepared for deployment. Responsibilities include maintaining crew records, arranging travel and documentation, assisting with compliance requirements, and providing day-to-day support to offshore staff and internal departments. The Crew Coordinator plays a key role in keeping operations running smoothly through accurate planning, clear communication, and strong organizational skills.

Key Responsibilities

- Assist with planning and coordinating crew rotations
- Maintain crew databases, certification records, and training requirements
- Arrange travel, visas, medicals, and onboarding logistics
- Communicate with offshore personnel regarding schedules and documentation
- Support compliance with STCW, MLC, flag-state, and company standards
- Handle day-to-day administrative tasks related to crewing
- Provide timely support for last-minute operational changes

Job Requirements

- Vocational (MBO) or bachelor's degree in Maritime Studies, HR, Logistics, or a related field
- Experience in crewing, HR coordination, or offshore/maritime operations
- Knowledge of international maritime regulations and certification processes



- Strong organizational and multitasking skills
- Excellent communication skills in English
- Ability to work accurately under pressure in a fast-paced environment
- Service-oriented mindset and ability to work with multicultural teams

What can we offer you?

- Opportunities to grow within a global offshore organization.
- Training and development programs related to maritime regulations, HR systems, and offshore operations.
- Exposure to complex international crewing logistics and vessel operations.
- A fast-paced, operational setting where every day brings new challenges.
- Market-aligned salary based on experience.
- Travel allowance or commuting support.
- Pension scheme

Interested?

If this job appeals to you, please send your CV and motivation to hr@oosinternational.com.

Contact OOS International

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