



QHSE / MSA Administrator (m/f/d)

Founded in 1921, OLDENDORFF CARRIERS combines its history as a German shipowner with the network of one of the world's leading drybulk operators. We currently control some 700 chartered and owned vessels of 40 mio tdw, and we carry around 380 mio tons of raw materials and semi-finished products across the seven seas each year. Our customers can expect 100% performance. All the way.

We are seeking a proactive and detail-oriented person to support and assist in managing compliance and standards required for vessel trading, ensuring alignment with regulatory frameworks and industry best practices. This position plays a key role in maintaining and enhancing the Company Management System, supporting audit processes, managing data and reports, and facilitating cross-departmental coordination. Ideal candidates will bring strong digital skills, a collaborative mindset, and a keen eye for detail to help drive operational excellence.

Job Description & Function Responsibilities

- Manage updates, revisions to the Management System and maintain on regular basis.
- Provide input on the Company Management System to ensure alignment with regulatory requirements and industry standards.
- Manage, organize and upkeep of the circulars and bulletins.
- Assist in managing reports e.g. structuring and formatting in standard versions.
- Support in maintenance of plans and data for the EUMRV, IMO DCS, ETS, FEM.
- Assist in audit planning and arrangements, internal and external.
- Support in managing invoices, PO and budgets.
- Manage and conduct analytics of different reports / statistics.
- Act as point of contact for certain departments.
- Undertake projects and tasks as assigned.

What You Bring Along

- Good skills in M365 tools, ideally also Power BI.
- Good English content writing and verbal communication skills.
- Team player attitude with a positive mindset to adapt to changes.
- Experience in managing an ERP platform is advantageous.
- Holder of a nautical or technical license is optional.
- Sea going experience is an added advantage, but not a must.

What We Offer

- Our corporate culture is special: relaxed and international, open and traditionally with flat hierarchies.
- We always keep an overview – for our customers and from our modern and open offices in the city centers of Lübeck and Hamburg.
- Since the very beginning, teamwork and quick decision making have been our success factors. Encouraging our employees to realize their ideas and initiatives is as important to us.
- A permanent position in a secure economic environment with benefits such as holiday pay, free lunch, subsidies for a gym or sports club, childcare allowance, various company

discounts is waiting for you

Apply now

Interested?

If you want to know more about who we are: [Oldendorff](#).

Please contact Arianita Kersten in case of questions.

Oldendorff Carriers does not accept paper applications for online postings.