

Join our Team!

WE ARE **HIRING** Assistant, Commercial Support

Who are we?

Vallianz Holdings Limited is a well-established operator of offshore support vessels (“OSVs”). For close to 30 years, we have answered the needs of the global energy industry through well-implemented integrated offshore marine solutions with a progressive yet pragmatic vision, and a team of highly motivated industry experts working in close collaboration with every customer.

We are a publicly listed enterprise registered in Singapore with an international footprint, spanning markets across the Middle East, Asia Pacific, and Gulf of Mexico. To provide adaptive solutions in an environment of rapidly evolving needs, Vallianz and its associated companies have a fleet of more than 100 OSVs which comprise anchor handling tugs with supply capabilities, platform supply vessels, offshore floating storage and supply vessels, submersible launch barges, maintenance and accommodation vessels, utility support vessels, flat top cargo barges, accommodation work barges, towing tugs, utility vessels, lift boats, and crew boats.

With our Shipyard in Batam, Indonesia, downstream services such as fabrication and engineering capabilities, vessel docking, repair and maintenance works are fully dedicated to supporting our subsidiaries, partners, and clients. This further enhances our value proposition by broadening the spectrum of our marine services and takes us closer to our core focus on delivering operational and service excellence.

Job Purpose

To provide support to ensure smooth running and optimum performance of the Commercial department by providing accurate and detailed information on the operational database through effective customer engagement.

Job Responsibilities

- Responsible for preparation of proposals, contracts, invoices and quotations.
- Generate regular reports and analysis related to sales performance, market trends, and customer feedback.
- Ensure timely issuance of invoice and collection of payment.
- Prepare marketing materials, such as brochures, presentations, and product documentation.
- Coordinate and work with internal cross functional department to ensure accuracy and timely delivery of responsibilities above.
- Support the planning and execution of marketing events, such as trade shows, conferences.
- Help track team budgets.
- Perform all other admin duties as and when required.
- Undertake any other ad-hoc projects/ duties as per assigned.

We Offer

- Competitive terms and conditions.
- Personal and professional development.
- Interesting and challenging assignments.
- Good opportunities as our vessels are deployed globally and big network of clients.

Benefits

- Annual Leave
- Group and Dental Insurance
- Birthday Leave
- Flexible working hours

Please send your resume or CV to hr@vallianzholdings.com