

# Join our Team!

## WE ARE **HIRING** Executive, Projects

### 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

Project management of vessel mobilization and new project developments to be within budget and time.

## Job Responsibilities

- Oversee, monitor, and manage project schedules and stakeholders to ensure project is within budget and specs, and in time.
- Liaise with internal and external stakeholders with good interpersonal and communication skills to efficiently coordinate resources and moving elements of project.
- Prepare and update project related documentation (PR, PO, Invoices, Progress Reports, Master list etc.) for management and external clients.
- Administer and track procurement activities to ensure timely orders and deliveries.
- Ensure good housekeeping of the project teams' administrative and project related archives/ records / documentation.

## Required Skills

- Minimum Diploma/Polytechnic diploma with relevant maritime and project experience.
- Minimum 3 years relevant experience, preferably in Marine industry or in project and procurement related experience (administrative, project and procurement documentation).

## We Offer

- Competitive remuneration package.

## Benefits

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

Please send your resume or CV to [hr@vallianzholdings.com](mailto:hr@vallianzholdings.com)