

# Join our Team!

## WE ARE **HIRING** Admin Executive, Legal

### 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 support administrative functions of the department.

## Job Responsibilities

- Physical / Electronic filing of the case files / secretarial files / company policies, etc.
- Updating of department's minutes of meeting, platforms, insurance records, etc.
- General follow up with insurance brokers and lawyers.
- Any ad-hoc duties as and when required or such other matters as requested from time to time.

## Required Skills and Qualifications

- Minimum 5 years' experience in related industry
- Proficient in Microsoft Office applications.

## We Offer

- Competitive remuneration package.

## Benefits

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

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