

## Technical Assistant Marghera (Venice)

### About Telemar

For over 75 years, our maritime journey has been fuelled by expertise and innovation. We're not just a service provider; we're offering a dynamic blend of bridge electronic solutions, onboard and maintenance services.

We don't just adapt; we thrive on constant innovation. Telemar is an expert partner who supports more than 3,000 vessels, rely on our tailored services. We're not just about cutting-edge technology; we're a navigational ally, enhancing safety and operational efficiency by keeping costs down.

### Role description

This is a full-time on-site role for a Technical Assistant at Telemar's Marghera (Venice) location.

### Main Goals

- The role will support the Local Service Manager in operational and organizational activities related to planning technical services on board our clients' vessels, contributing to the smooth execution of activities in the field.
- Motivated, precise, and reliable individual with a strong sense of responsibility: careful management of operational processes is essential to ensure continuity and efficiency for our clients.

### Qualification, skills & requirements

#### Main Tasks:

- Maintain and update customer and vessel records in the ERP, coordinating with the Credit Department.
- Conduct checks for sanctions or restrictions on vessels and shipowners via Nexis Diligence.
- Manage quality documentation (customer and privacy forms) and submit it for customer code creation.
- Prepare service quotations in coordination with the Local Service Manager.
- Process spare parts requests through internal systems (Purchasing/Warehouse).
- Monitor vessel schedules and plan technical interventions.
- Coordinate access permits for FSEs at port authorities and on board.
- Verify material availability in local warehouses and on board.
- Issue and manage service tickets, assign tasks to FSEs, and update the Work Planner.
- Support inspections and surveys, including annual visits (radio surveys/APT and gyrocompass overhauls), collaborating with Classification Societies, Shipowners, and authorities (MiMIT, Coast Guard).
- Prepare and submit documentation for inspections and visit requests.
- Follow up on inspection reports, ensuring timely and accurate submission to MiMIT.

## Our Commitment

Our Corporate Social Responsibility approach is part of the Marlink DNA to develop our business and people operate responsibly. Marlink has incorporated and respects the Ten Principles of the UN Global Compact into our strategies to establish a culture of integrity, value, trust and innovation.

The Marlink Group is a transnational organization and considers cultural diversity as one of its greatest strengths. Additionally, we support diversity in race, gender, religion, national origin, political opinion, sexual orientation, social origins, age and physical or mental character.

In support of

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## WOMEN'S EMPOWERMENT PRINCIPLES

Established by UN Women and the  
UN Global Compact Office

WE SUPPORT



## Interested?

Please send your CV including possible start date and location to:

[hr.it@telemargroup.com](mailto:hr.it@telemargroup.com)

REF: Technical Assistant\_ Marghera (VE)

We look forward to receiving your job application!

## Minimum Requirements

- Technical diploma or equivalent experience in operational/technical fields.
- Accuracy, organizational skills, and the ability to manage multiple tasks simultaneously.
- Problem-solving attitude and strong sense of responsibility.
- Good command of main IT tools and aptitude for using management software.
- Effective communication skills and the ability to maintain professional relationships with internal teams and external organizations.
- Knowledge of English (preferred).

## What we offer:

- Dynamic role, with strong involvement in local operational activities.
- Internal training program on processes, tools, and industry regulations.
- Collaborative work environment focused on professional growth.