



Embark on the journey of a lifetime and make Europe's rivers your home. Apply now to become part of sea chefs as...

PURSER (W/M/D) - RIVER CRUISES

Charterer: River
Department: Administration

WANDERLUST? Your river journey starts here!

Take the chance to explore some of Europe's most beautiful ports and cultures: follow the Danube to Vienna, admire the Eiffel Tower from the Seine, or discover Amsterdam's canals with your team. Historic old towns, local markets, and cultural highlights are waiting to be explored. With enthusiasm, motivation, and team spirit, you'll unlock excellent career opportunities – and make friendships that last a lifetime. Since English is the main language on most of the river ships, the job posting is already provided in English.

sea chefs - your employer with various missions - whether ocean-going, expedition, luxury or river cruises. As an experienced partner in the hotel- and crew-management for international cruise lines, sea chefs offers unique career opportunities onboard cruise ships in the premium - and luxury sector.

Discover the world with us and experience [#WorldClassMoments!](#)

YOUR JOB



This awaits you on your journey with us:

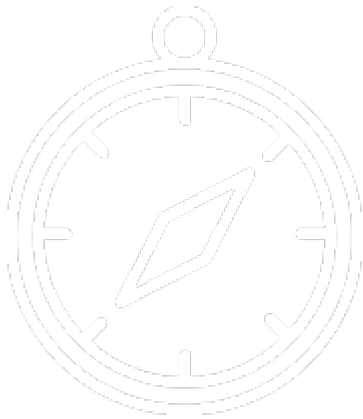
- Head of administration: responsible for implementation and maintenance of the quality and accounting standards and managing financial details and service issues for guests and crew
- Responsible for the adherence of all regulations, instructions and tasks given by the Shoreside Hotel Operations and the Hotel Manager
- Responsibility for the Ship's Clearance, Ship's Cashbook, guests and crew accounting, reception (Front Office & Back Office), Crew List and Ship's Certificates
- Knowing and adhering to company regulations, SOP's and ISM where relevant to the Ships Operation and operating in the interests of the Owner and Supplier
- Dealing with any passenger queries regarding accounting matters and performing the end of cruise reports and analysis
- Overseeing the supervision of service and passenger embarkation, disembarkation and medical disembarks
- Always available as a contact and to motivate the crew in the department
- Responsible for planning, organizing and delegating special functions in the department as well as vacation schedules together with Hotel Manager

WHY SAILING WITH SEA CHEFS?



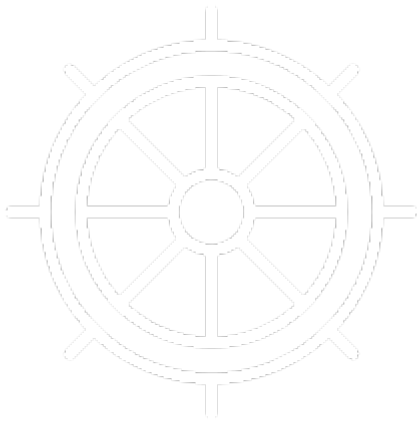
You can look forward to:

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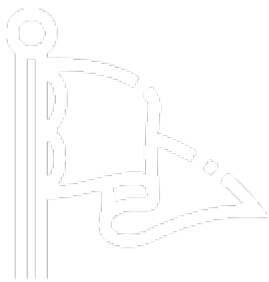
Travelling the world

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Paid and organised travel

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International work environment

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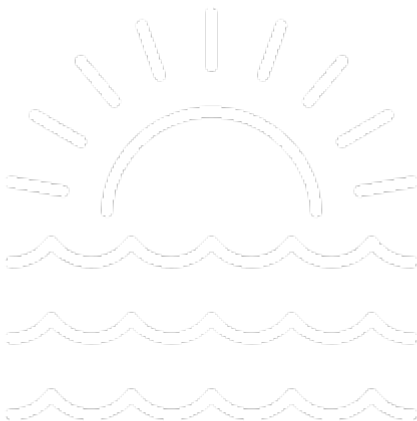
Free accommodation & catering

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Exclusive crew areas

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Great career opportunities

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Development & training courses

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Paid insurance

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Free uniform cleaning

- [All benefits](#)

YOUR COURSE & YOUR TALENTS



Here's what you bring on board:

- Several years experience in accounting, administration and training skills within the hotel business or onboard a cruise ship

- Administrative skills as well as cost, currencies and quality awareness
- Experience in managing complaints and ability to work under stress and taking own initiative
- Computer knowledge of the relevant IT systems and Word, Excel, Email
- Fluent in English (written and spoken) and if possible knowledge of additional foreign language
- Reliable, trustworthy person, maintaining confidentiality
- Self-assured and calm manner towards guests, crew members and authorities
- Good leadership skills, capable of motivation, service and quality orientated

Any questions about a job on board and/or our application process?

You can find comprehensive information and the FAQ on our website.

We look forward to receiving your application - regardless of your age, gender, nationality, ethnic origin, religion, ideology and/or sexual orientation. Please apply online only.

