The Nautical Institute is looking for

A Qualifications Administrator

Company Description

The Nautical Institute is a Global body for maritime professionals and a non-governmental organisation (NGO) with consultative status at the International Maritime Organization (IMO). Our aim is to promote professionalism, best practice and safety throughout the maritime industry and to represent the interests of our members.

Job Description

The Nautical Institute is looking for a Qualifications Administrator; you will be trained in all parts of the CRM software system and work procedures to be able to carry out any of these tasks.

Key Responsibilities:

- Data entry into the CRM database for various applications.
- Processing logbook sales and dispatch.
- Receiving, recording, and verifying DPO data, and issuing certificates.
- Data entry and utilisation of the DP vessel database.
- Responding to registration and general certification inquiries.
- Maintaining efficient filing systems.
- Providing administrative support for other NI schemes, including Ballast Control, Ice Navigation, and DPVM.
- Assisting with the online TestReach Exam platform.
- Responding to inquiries from training centres.
- Performing other ad hoc duties as required.

Required Skills/ Experience

- Educated to A level or above
- Excellent written and spoken English
- Strong communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneDrive).
- Ability to prioritise tasks and meet deadlines.
- Ability to work independently with minimal supervision and effectively collaborate with individuals from diverse nationalities.
- Proactive and a team player.

Additional Information

An attractive benefits package is offered. The salary scale for this position is £27,000 following probation and a non-contributory pension scheme of 9% of salary.

The position is based at our London office combined with an element of home-working. You must be eligible to work in the UK.

Interested candidates should respond with a current CV and cover letter, demonstrating your relevant experience against the skills, experience and competencies of this position as mentioned in the job advertisement, to hr@nautinst.org by 04 November 2026.

We reserve the right to close the vacancy earlier than the advertised closing date due to high volume of applications.