



Job Description - Agent Assistant

The Agent Assistant provides daily support to Vessel Agents and Office Staff.

Responsibilities:

- *Transporting crew and passengers
- *Provisioning
- *Expediting luggage
- *Invoice completion
- *Hospital visitations
- *Cleaning vehicles, office space and parking areas
- *Moving freight and supplies
- *Other duties as assigned.

Qualifications/Skills:

- *U.S. citizen or have a valid U.S. Immigration worker's permit
- *At least 18 years of age
- *Have a current & valid driver's license
- *Possess a good driving record
- *Good communication skills
- *Excellent customer service skills
- *Able to use Microsoft Word and Excel
- *Can respond to and take direction
- *Able to lift 50 pounds from the floor
- *Available to work all shifts/holidays & weekends
- *Be bondable

Wage Information:

Agent Assistant: DOE