



# CRUISE LINE AGENCIES OF ALASKA

## Job Description - Logistics Coordinator

### Position Duties:

- Email correspondence between the office and vessels
- Assist with medical appointment requests
- Reserve hotel accommodations and coordinate transportation
- Monitor freight shipments, deliveries
- Assist with lost luggage inquiries
- Follow-up and track those medically disembarked from vessels
- Data Entry
- Maintaining office billing and communication records
- Source ship stores and spares
- Coordinate staff to accomplish the days requests
- Other duties as assigned

### Minimum Qualifications:

- Eligible to Work in the United States
- Be of at least 18 years of age
- Have a Valid Driver's License
- Experience using email, internet and Microsoft Office programs
- Strong work ethic
- Problem solving skills
- Detail oriented
- Excellent organization skills
- Effective Communication skills
- Good Typing Skills
- Able to multi-task and prioritize
- Able to work weekends, holidays and varying schedules