



# CRUISE LINE AGENCIES OF ALASKA

## Job Description – Ship Agent

Works with the support of Agent Assistant and Office Staff

### **Responsibilities:**

- \*Available on arrival/departure of vessel and throughout the day.
- \*Handle and advise the ship's regarding U.S. Customs paperwork and requirements.
- \*Coordinate loading and trans-shipping of freight.
- \*Provisioning, retain receipts & collect for purchases.
- \*Transportation of crew and passengers
- \*General Office Duties
- \*Work closely with the ships Officers on board to ensure we are meeting their needs and responding to their questions.

### **Qualifications/Skills:**

- \*Must be at least 18yrs of age.
- \*Valid Driver's License with excellent driving record.
- \*Can respond to and take direction.
- \*Excellent verbal communication skills.
- \*Able to be bonded.
- \*Able to work all shifts/holidays & weekends/extended hours.
- \*Able to maneuver up/down gangways.
- \*Ability to Multi task and prioritize.
- \*Enjoy working with others.
- \*Excellent organizational skills.
- \*Willingness to fill in as needed.

### **Wage Information:**

DOE

*Serving All Alaskan Ports*