



CRUISE LINE AGENCIES OF ALASKA

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Job Description – Ship Agent

Positions available in Juneau, Ketchikan, and Skagway

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