



Alaska Maritime Agencies

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Employment Opportunity: Administrative Assistant – Logistics Dept.

Work assisting foreign and domestic Cargo Vessels, Cruise Ships, and Research Vessels that call in ports throughout Alaska.

As a member of the Logistics Department, the Admin Assistant has some specific duties beyond the standard day-to-day office management. These include making hotel and travel arrangements for vessel crewmembers that are transiting Alaska, and coordinating their needs while they are in Anchorage. This may include driving them to appointments, making airport runs, and assisting them with processing through immigration.

The Admin Assistant also helps locate and procure items (or services) requested by the ships visiting Alaska. This can be anything from buying 1,000 gallons of ice cream, to hiring a piano tuner. Once purchased, the Admin Assistant will make the arrangements for transporting these items to agents working in ports around Alaska.

The position also entails normal elements of office administration such as the following:

- Handling telephone calls regarding logistics, operational, and accounting matters.
- Managing incoming and outgoing mail and packages for the office and for client vessels.
- Assisting with basic accounting functions such as managing check inventories and creating invoices for billable office activities.
- Purchasing items for the office, and scheduling maintenance for the fleet of office cars.
- Helping coordinate HR related items like managing the vacation calendar, posting new job ads, scheduling the seasonal staff working hours, and processing new hire paperwork.

JOB REQUIREMENTS:

- Must be willing to work irregular and overtime hours.
- Must have good organizational abilities and excellent written and verbal communication skills.
- Must be proficient in computer skills (i.e., Excel, Word, Outlook).
- Must be capable of lifting 30 lbs.
- Must have a valid Driver's License issued in the state of residence and good driving record.

Benefits include bonuses, medical and dental insurance, 401(k), and paid time off. All required training and certifications to be provided by Alaska Maritime once hired. Compensation is \$43,500 per year with additional OT opportunities.

Please submit resumes to ancoffice@alaskamaritime.com

