



CRUISE LINE AGENCIES of ALASKA

4341 B St, Ste 202, Anchorage, AK 99503

Tel: (907) 562-6889 Email: jobs@claa.com

Seasonal Logistics Assistant

CRUISE LINE AGENCIES of ALASKA is pleased to offer the position above for individuals that are interested in working in the logistics, business, or maritime sectors.



We are a vessel agency that assists foreign ships calling in Alaska with much of their logistical and regulatory needs. The job can be fast paced, and affords the opportunity to work with a large diversity of overseas personnel as well as local service providers.

For this position, the employee's responsibilities will include, but are not limited to the following:

- Meeting and assisting joining/departing vessel crew.
- Making and conducting last minute hotel/transportation arrangements for vessel crew and supplies.
- Organizing and processing government documentation and communicating with U.S. Customs for inspections of vessel, crew, or passengers.
- Keeping other office staff apprised of local crew activity and/or change in activity.
- Assisting in emergency situations with regard to vessel crew or passengers – such as helping to coordinate medivacs and visiting injured personnel in the hospital.
- Acting as a communication link between the office and crew or passenger in a timely, dependable and confidential manner.
- Coordinating the movement of vessel freight between the office, vessel, and airport.
- Using Microsoft Office Suite, as well a proprietary software to support office operations.
- Performing miscellaneous errands.

The successful applicant will be a people-person with well-developed customer service-oriented demeanor. Applicants should also be well organized and capable of keeping track of multiple tasks. The ability to keep records of actions taken is essential and a spirit of flexibility is a must.

The primary duties of the seasonal employee are directly related to the needs of each individual customer vessel - so the nature and scheduling of the individual's activity can vary considerably throughout the week. Employees work closely with the crew coordinator and other staff. Hours worked per week depend on the vessel activity. At the peak of the season, hours can be long and the employee will, at times, be required to work long days (overtime).

A background in the maritime field is NOT required, and our office will provide all necessary training.

Compensation Package: \$18 per hour ST with OT Opportunities

Interested parties should email a resume to jobs@claa.com for consideration



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