



# Alaska Maritime Agencies

4341 B Street, Suite 202, Anchorage, AK 99503

Tel: (907) 562-8808 Fax: (907) 782-4110 Email: [ancoffice@alaskamaritime.com](mailto:ancoffice@alaskamaritime.com)



## Employment Opportunity: Vessel Manager – Operations

Attending foreign and domestic Cargo Vessels, Cruise Ships, and Research Vessels in ports throughout Alaska.

No maritime experience is required, however outstanding organizational and administrative skills are essential. The Vessel Manager is a “general contractor” that is the main point of contact with the vessel's Owner/Charterer, the ship's Master, officers, and crew, and is responsible for assuring that all ship in-port requirements associated with the vessel's port call are managed satisfactorily. These activities include managing ship operations, adherence to U.S. and state governmental regulations, pricing, contracting, approval of expenses, and risk management. The successful applicant will be responsible for managing the scheduling, regulatory documentation, funding, communications, and logistical support of a variety of ships and customers.

The position is primarily administrative in nature, however the duties of an agent include spending a significant amount of time on board moored vessels, in ports and/or industrial environments, as well as traveling to different sites around Alaska.

### JOB REQUIREMENTS:

1. Must be capable of working independently with little direct supervision.
2. Must successfully complete testing requirements administered by both our Company and the Association of Ship Brokers and Agents.
3. Must demonstrate problem solving ability and the ability to use independent judgment to manage ever changing ship requirements.
4. Must be capable of boarding ships, both at anchor and dockside, via stationary or moving ladder or gangway, carrying applicable paperwork, laptop computer, cellular phone, small packages and be able to navigate irregular surfaces.
5. Must be willing to work irregular hours, including rotational weekend duty and evenings.
6. Must have good organizational and communication skills, including written and verbal.
7. Must have a valid Driver's License issued in the state of residence and good driving record as determined by our Company and maintain adequate auto insurance according to Company guidelines.
8. Must be capable of lifting and carrying up to 30 lbs.
9. Must be capable of effectively communicating and working with individuals both domestically and internationally.

55k USD annual salary. 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. Applicants may be subject to pre-employment drug screening.

Interested parties should send a resume to [ancoffice@alaskamaritime.com](mailto:ancoffice@alaskamaritime.com)

