



# Alaska Maritime Agencies

2315 Airport Beach Road, Suite 204, PO BOX 920105, Dutch Harbor, AK 99692  
Tel: (907) 581-1467 Email: [dchops@alaskamaritime.com](mailto:dchops@alaskamaritime.com)



## Employment Opportunity: Dutch Harbor Assistant Vessel Agent – PART TIME

Attending foreign and domestic Cargo Vessels, Cruise Ships, and Research Vessels

No maritime experience is required, however outstanding organizational and administrative skills are essential. Alaska Maritime Agencies (and her sister company Cruise Line Agencies of Alaska) is a “general contractor” that is the main point of contact for visiting vessel's Owners/Charterers, 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 Assistant Agent works under the Dutch Harbor Port Manager to assist with the execution of these duties for vessels calling in/around Unalaska.

The successful applicant will assist with 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 the Assistant Agent may include boarding moored or anchored vessels, and transiting ports and/or industrial environments. The schedule will consist of a combination of consistent week-to-week office hours with additional ad-hoc activity as needed by vessels. The Assistant will stand in as the primary POC in Dutch Harbor when the Port Manager is off the island.

### JOB REQUIREMENTS:

1. Must be capable of working independently with little direct supervision.
2. Must demonstrate problem solving ability and the ability to use independent judgment to manage ever changing ship requirements.
3. 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.
4. Must be willing to work irregular hours, including rotational weekend duty or evenings.
5. Must have good organizational and communication skills, including written and verbal.
6. 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.
7. Must be capable of lifting and carrying up to 30 lbs.
8. Must be capable of effectively communicating and working with individuals both domestically and internationally.

30 USD per hour. This is a part-time position. All required training and certifications to be provided by the Company once hired. Applicants may be subject to pre-employment drug screening and background check.

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

