



POSITION DESCRIPTION

Position: Boarding Agent
Location: Norfolk, VA
Reports To: Director of Operations

Position Summary: Act as the liaison between the company's principals, vessel owners, charterers, cargo shippers, marine terminals, and vendors for the efficient management and operation of vessels under our charge.

Qualifications / Requirements:

- Bachelor's degree preferred but not required.
- One year of vessel agency or other maritime experience preferred but not required.
- General understanding of business accounting principles (AR, AP, GL) preferred but not required.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Suite of applications with emphasis on Excel and Word.
- Ability to think critically to solve problems and implement solutions.
- Ability to work independently and exercise sound business judgment.
- Ability to manage and assimilate large volumes of electronic communications in the office and the field.
- Must be willing to work evenings, weekends, and holidays, in support of 24/7/365 vessel traffic.
- Must have a valid driver's license and legally registered vehicle.
- Must have or be able to obtain within 30 days, a TWIC (Transportation Worker Identification Credential).
- Must have passed or be able to pass the ASBA Agents Exam within 6 months of employment.
- Must be able to pass a criminal background check.

Essential Duties / Responsibilities: The essential duties and responsibilities of this position are listed below. Other duties may be assigned to meet changing business needs.

- Coordinate pilots, tugs, and linesman orders, for arrival and departure of vessels.
- Board vessels at marine terminals, midstream, and at anchorage.
- Coordinate U.S. Customs & Border Protection attendance for inspection, entrance, and clearance of vessels.
- Coordinate vendors and husbandry services and deliveries to vessels.
- Prepare commercial maritime documents.
- Manage vessel's accounts and port funding.
- Adhere to company administration and accounting procedures.
- Carry yourself in appearance and manner reflecting positively on the company and principals we serve.
- Ensure accurate and timely response to all emails and phone calls.
- Carry out special projects as defined by company leadership, including overnight and long-distance travel.
- Attend industry and professional social events, clubs, and parties as a representative of the company.

Physical Requirements:

- Ascend and descend ladders, stairs, ramps, gangways from ground level to 50 feet off the ground.
- Embark and disembark vessels while afloat which could consist of unstable surfaces and/or footing.
- Position carries potential for periodic exposure to adverse weather conditions (cold, heat, wind, rain, snow).

The above statements are intended to describe the general nature and levels of work performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by a person assigned to this position. Nor is this summary an employment contract or promise of ongoing employment.