JOB POSTING

JOB OPENING DATE: May 3, 2015  
JOB CLOSING DATE: When position is filled

JOB TITLE: Hiring Agent  
DEPARTMENT: Metro Cruise

JOB LOCATION: Bayonne, NJ  
CONTACT: Human Resources Department

HIRING AGENT

Position Summary:
To hire day order ILA labor for vessel operations from the NYSA hiring hall in Edison, NJ. To assist administrative support for the Superintendent at the passenger cruise ship terminal. To organize and maintain permanent files. To type letters, complete forms, order supplies and combination of other administrative duties.

Primary Duties:
- Hire labor on a daily/weekly basis
- Reports to cruise terminal after daily work orders are completed to assist on day to day terminal needs
- Works off the Superintendents work orders for labor hiring
- Prepares all proper paper work for hiring of labor to submit to the Waterfront commission both in person and fax
- Maintains all Waterfront documentation in a neat and orderly fashion for audit purposes
- Sends, receives, and distributes faxes
- Answers heavy telephone calls
- Gives vessel information, updates and directions
- Monitors and troubleshoots terminal operations
- Communicates with passengers and customer to resolve problems
- Communicates with Insurance and Risk Management Department regarding filming companies, passenger injuries and cargo claims
- Work as Superintendent as needed

Qualifications/Skills Required:
- Computer literate with working knowledge of MS Word and Excel
- 2 years of administrative assistant duties, clerical, and customer service
- Waterfront Commissioned license Obtain and maintain a TWIC
- High school diploma or equivalent required

For complete job description, please contact Human Resources.

Please MAIL resumes to: PO Box 547, Wilmington, CA 90748 or EMAIL: hrdept@metsteco.com or FAX: 310-816-6563