Title: Boarding Agent Trainee

Status: Full-time, Exempt

Reports To: Operations Manager

Supervises: N/A

Position Summary: Act as liaison between T. Parker Host principals, ship owners, cargo interests and marine terminal management for efficient operation of vessels when in port.

Core Principles: All employees must demonstrate an ability to adhere and understand the core principles of the company. This team member must be able to provide value and depth to the Core Principles of T. Parker Host.

- Our PEOPLE are our greatest assets
- Their SAFETY is our top priority
- We provide exceptional SERVICE
- We believe every RELATIONSHIP is important
- We build on our LEGACY
- We conduct all business with INTEGRITY
- We know today's OPPORTUNITIES are tomorrow's growth
- We are DETECTIVES, understanding all activities within our markets

Essential Responsibilities and Duties:

- Coordinate pilot, tug, linesman orders, berthing assignments for vessels
- Boarding vessels at marine facilities in ports
- Coordinate U.S. Customs & Border Protection boardings and entrance/clearance of vessels
- Scheduling of husbandry deliveries to vessel
- Prepare commercial maritime documents
- Manage port funding process for vessel’s port stay
- Adhere to internal administration and accounting procedures
- Gather local market information, expand local port, and industry contacts
- Ensure accurate and timely response to all email requests
- Other duties as outlined in company Operations SOP

Education, Knowledge, Experience, Skills and Abilities Required:

- College degree desirable
- Knowledge of the maritime industry preferred
- Strong interpersonal skills including excellent verbal and written communication skills
- Self-motivated and able to multi-task in a constant changing work environment
- Analytical and problem solving skills
- Ability to manage high volumes of electronic communication, both in office and while mobile in the field
• Ability to work evenings, weekends, holidays and adapt to fluid ship port schedules in 24/7/365 port operations

**Physical Requirements:**

• Climbing-Ascending, descending ladders, stairs, ramps using feet and legs and/or hands and arms
• Must be able to lift and carry 50 lbs.
• Subject to inside and outside environmental conditions (cold, heat, wind, rain, snow)

All interested applicants may complete an application online at [www.tparkerhost.com/careers](http://www.tparkerhost.com/careers) or submit a resume and cover letter to [JoinOurTeam@tparkerhost.com](mailto:JoinOurTeam@tparkerhost.com)