



DEPARTMENT:	Projects
LOCATION:	Chaguaramas
JOB TITLE:	Boarding Clerk
REPORTS TO:	Shore Base Supervisor

JOB SUMMARY:

The Boarding Clerk acts as the first point of contact for vessels arriving into and departing of the port and ensuring that they fulfil statutory formalities and required declarations. The Boarding Clerk is expected to establish good relationships with clients. This role requires the ability to identify bottlenecks, propose improvements to the organization’s workflow, and assist with their implementation.

JOB DETAILS:

- Execute Meet and Greets at the Airport.
- Assist with signing on crews at Boarding Stations and Chaguaramas.
- Arrange crew changes for vessels at the Chaguaramas office.
- Assist with the boarding of vessels for projects.
- Assist with operational duties.
- Coordinate the loading of vessels.
- Handle of customer accounts, such as Stena
- Assisting with vessel clearances.
- Any other duties that may be required.

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

EDUCATION REQUIREMENTS AND EXPERIENCE:

- Boarding Clerk License.
- Minimum of 2 years’ boarding experience.
- Must possess a valid driver’s license.
- Proficient in Microsoft Suite.