

JOB POSTING

Job Opening Date: September 6, 2017

Job Closing Date: When position is filled

Job Title: Port Agent

Department Metro Shore Services

Job Location: Ft. Lauderdale, Fla.

Contact: John Oldefendt

Overview:

The Port Agent is responsible for overseeing port operations, to ensure that cruise line expectations are met across multiple aspects, including CBP, stevedoring, terminal operations and crew services. The Port Agent also plays an integral role in maintaining client relations and identifying new business opportunities.

Responsibilities:

- Maintains ongoing communications with cruise lines, vessels, customs & boarder protection (CBP) and vendors
- Handles a variety of administrative duties related to operations, including filings, documentation and billing
- Sustains positive relations with cruise lines, vendors and clients

Requirements:

- Equivalent of a High School Diploma and 3-5+ years related experience
- Knowledge of customs & boarder protection (CBP) regulations & government filings preferred
- Customer service experience
- Working knowledge of Microsoft Office