

**AMBYTH SHIPPING & TRADING, INC.**  
**MARINE COORDINATOR**  
**OPERATIONS DEPARTMENT**



**SUMMARY:**

Marine Coordinator is responsible for overseeing and coordinating all activities for vessels while in port, including boarding and husbanding vessels. This also includes all necessary arrangements and coordination prior to the vessel's arrival and after vessel's departure to affect an efficient and cost effective turnaround.

**Essential Job Duties and Responsibilities (Other duties may be assigned)**

- Arrange, prepare and submit forms and documents required by Local and Federal Authorities (U.S. Coast Guard, Harbor Master, Customs and Border Patrol, etc.) for vessel port entry and departure
- Coordinate and arrange pilot, tug, line handlers and berthing assignments
- Coordinate crew changes and spare parts delivery including transportation arrangements, hotel reservations, flight bookings and immigration clearance
- Coordinates / plans pre-ops meeting with Port officials
- Act as liaison with principals, ship owners, cargo interests and facility management
- Preparation of commercial maritime documents
- Boarding of vessels at marine facilities in the Ports
- Arrangement of vessel husbandry services, deliveries and services
- Internal administration & accounting procedures
- Transport crewmembers, passengers and personnel at schedule time and location within a 24-hour period to include assisting with loading/unloading of baggage and other cargo items
- Prepare vessel port costs / estimates
- Prepares reports required by internal and external customers
- Pickup and Deliver goods / products to and from the vessel / vendor
- Assist warehouse personnel in loading and off-loading containers, pickup and deliveries
- Regular, dependable attendance and punctuality

**Knowledge, Skills and Abilities**

- Knowledge of office practices and procedures
- Ability to communicate effectively both written and oral with internal and external clients, vendors and wide range of people. Correct English usage, spelling, grammar and punctuation; Ability to read, write and comprehend verbal and written instructions, short correspondence, memos.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral and diagram form
- Ability to balance multiple tasks and operate within a deadline oriented environment
- Ability to manage high volume of electronic communication, both in the office and while mobile in the field
- Ability to use computer programs such as Microsoft office, word, excel, power point, outlook and file management
- Ability to board vessels via gangways and ladders both dock side and over open water
- Ability and willingness to work any shift to include overtime during a 24 hour period to include weekends and holidays to adapt to fluid ship port schedules engaged in 24/7/365 port operations
- Ability to read, comprehend and interpret Federal and local laws
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to move / lift up to 50 lbs.

MARINE COORDINATOR - OPERATIONS

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- Strong interpersonal and communication skills. Ability to effectively communicate with customers, peers and management.
  - Ability to communicate on the telephone with proper etiquette
  - Recognizing and maintaining strict confidentiality of work material
  - Enthusiastic, friendly and energetic with genuine desire to provide outstanding service

**Minimum Qualification Requirements**

- High School Diploma or General Equivalency Diploma
- A valid Guam Driver's License (Must be able to obtain Chauffeur's driver's license within sixty (60) days of employment)

**Necessary Special Qualifications**

- Must be able to obtain Transportation Workers Identification Credential (TWIC) and DBIDS Credential clearances within sixty (30) days of employment

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions.

**COMMENTS:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by Management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AMBYTH Shipping & Trading, Inc. is an Equal Employment Opportunity Employer.**