

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Maritime Clerk	Direct Reports:	
Reports to:	Ship Surveyor/Inspector	Internal Contacts:	SLASPA Personnel
Department:	Maritime Affairs	External Contacts:	SLASPA Stakeholders

JOB SUMMARY:

Responsible for providing clerical support and administrative assistance within the Division of Maritime Affairs.

DUTIES AND RESPONSIBILITIES

1. Provides information on registration of vessels and seafarers;
2. Deals with queries from customers in a professional and courteous manner;
3. Welcomes customers of the Authority in the prescribed fashion;
4. Provides photocopying, faxing and scanning of documents as and when required;
5. Ensures the filing system is properly maintained and up to date;
6. Maintains ships' database and register;
7. Ensures calls are answered promptly and courteously;
8. Conducts research and updates from the IMO;
9. Assists the Maritime Assistant in preparation of meetings and workshops;
10. Assists with scheduling of ship surveyors for inspections when needed;
11. Performs other related duties, as may be assigned, from time to time.

QUALIFICATIONS AND EXPERIENCE

1. Diploma in Office Administration, OR
2. Two (2) 'A' level passes, Grades A, B or C, OR
3. 5 CXC'S including Mathematics, English and Office Procedures, at General Level, Grades 1 and 2 with two years working experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Required to be familiar with shipping regulations, codes and standards.
- Excellent interpersonal skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent time management and organizational skills.
- Function within a team environment.
- Ability to be flexible with work assignments.
- Ability to cope with multiple deadlines and manage time effectively.