



# Norton Lilly International

## Job Description

<b>Job Title:</b>	Boarding Agent	<b>Job Number:</b>	3002		
<b>Reports to:</b>	Port Manager / Operations Manager	<b>ONET Code:</b>	53-6099		
<b>Division:</b>	Ship Services	<b>Location:</b>	Guam/Saipan	<b>Department:</b>	Overseas

### I. Job Description

#### General Summary of Job Duties:

Under the direction of the Port Manager, the Boarding Agent is responsible for the coordination of all marine operations, agency, and administrative functions associated with individual vessel calls to assigned Port of Operations.

### II. Specific Essential Job Duties

- Board vessels in Port on a daily basis
- Assist Port Manager with planning and assigning weekly vessel rotation
- Assist Port Manager with billing procedures
- Assist Port Manager with follow-up and completion of pro forma requests
- Respond to all principal/customer inquiries in line with Corporate Operations Manual Policies or Principal Governing Working Instructions
- Prepare/transmit estimates of port costs
- Establish and maintain marine vessel files ensuring documentation is prepared in an accurate and timely fashion
- Prepare/execute required governmental and agency documents for appropriate approvals and submission to marine vessel files
- Communicate daily with principals/customers, marine vessel's Master, Port Authority, and appropriate government authorities
- Procure operation, agency, and administrative services for assigned marine vessels
- Exercise high quality vendor service management and cost control
- Makes required trips to United States Immigration Control, and U.S. Customs Office to ensure all necessary documentation is ready for arrivals and departures
- Perform other related duties at the discretion of Port Manager or other member of management team

### III. Qualifications Required

- High School diploma or equivalency; some college courses in business management helpful
- Previous experience in the marine agency field helpful but not required
- Must be able to lift 50 pounds
- Possess a valid driver's license and accident free motor vehicle record

**IV. Working Conditions**

Job involves extensive walking, lifting, climbing, stooping, bending, and jumping.

Incumbent will be required to make numerous trips to the marine vessel during its time in port to handle any issues relevant to the efficient arrival and discharge of the vessel.

**V. Signatures**

Employee:		
-----------	--	--

Signature

Print Name

Date

Supervisor:		
-------------	--	--

Signature

Print Name

Date

HR Manager:		
-------------	--	--

Signature

Print Name

Date

For more information, please contact  
Mr. Patrick V. Doromal (Regional  
Manager) at [pdoromal@nortonlilly.com](mailto:pdoromal@nortonlilly.com)  
or at (671) 588-4657.