|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| date: 06/25/2019 | | | | | |
| Position Title: Marine Coordinator | Reports to: Supervisor – Marine Operations | | Location: Asan, Guam | Department: | |
| Key Interfaces: Matson Operations Departments – (Oakland, Long Beach, Honolulu, Naha, and Shanghai), Guam Operations Department, CLX Vessel Crew members, Port of Guam Representatives, Matson Customer Service Departments | Direct Reports: None | | Salary Grade (HR): 30N | FLSA Status (HR):  Exempt  Non-exempt | Type of position:  Full-time  Part-time |
| Overview:  This position’s main responsibility covers the managing of the marine cargo operations in Guam, ensuring that customer cargo, Company vessels, barges and tugs are managed while in port to ensure a safe and efficient operation to meet Company goals and objectives. Additionally this position provides support to the container yard operations, as needed, with regards to managing container deliveries/receipts, managing use of company equipment, and various CY related reporting. | | | | | |
| Primary Duties and Competencies:   * Responsible for the preparation of vessel discharge and load information with particular attention given to meeting customers' needs. * Oversee the Port Authority of Guam personnel during vessel operations to ensure that work schedule is followed. Provide planning support, able to direct and prioritize work to maintain a productive operation. * Understand and be proficient with Matson SPARCS Vessel Planning System to ensure that accurate information is obtained from and transferred to the databases for efficient vessel operation. * Ensure that all inbound containers are placed on wheels within 24 hours after completion of vessel operation. Ensure all equipment within the port is tracked and accounted for. * Participate in a Quality Team and work on attending all office, department and committee meetings and/or training sessions. * Initiates and recommends change to the operation to improve the efficiency and effectiveness of the Marine Department. * The incumbent will at the direction of the marine supervisor ensure that all shoreside operations related to vessel/barge arrival and departures are completed as dictated by cargo requirements. The incumbent must have an understanding of Port of Guam operations to maximize efficiency and ensure that customer service standards are achieved in the shipping and receiving of customer cargo. The incumbent works with the Port of Guam personnel to ensure that all cargo and containers are available for customers. * The incumbent performs supervisory duties to coordinate workflow and to monitor the conduct, quality and quantity of work performed. * The incumbent must possess excellent communication skills, both verbal and written, the ability to analyze operation’s information needs and recommend improvements, the ability to maintain positive rapport with personnel at all levels of the company and the ability to work on his/her own, with minimal direction and must be willing to work shift work (7pm to 7am) once or twice a week. | | | Technical Requirements/Responsibilities:   * Ability to think ahead and plan. * Management: the ability to organize and manage multiple priorities. * Problem analysis and problem resolution at a functional level. * Excellent interpersonal and communication skills. * A strong team player that focuses upon bringing different work groups together. * Computer proficiency with Power Point, Excel and Word software programs. | | |
| Physical Requirements:  Sitting \_up to 45\_ minutes per hour  Walking \_up to 45\_\_ minutes per hour  Standing  \_up to 45\_\_ minutes per hour  Bending - occasionally  Pushing/Pulling - occasionally  Lifting \_up to 25\_ lbs  Twisting - occasionally  Reaching - occasionally  Other \_ | | |
| **QUALIFICATIONS, education AND experience** | | | | | |
| * Bachelor’s degree or equivalent experience in Marine Operations | |  | | | |

**Job Profile Form**