



ALLEN MARINE TOURS INC. (Juneau) Job Profile - Dispatcher

Oversee, coordinate and assist in scheduling movement of all passengers, coaches, catamarans and other vessels to and from the Allen Marine facility.

Duties/Responsibilities

- ✓ Devise and implement creative procedures that enable safe and efficient operation of a high-volume whale watching tour company on a facility where space is at an ever-increasing premium.
- ✓ Function as communication liaison between many key positions within AMT.
- ✓ Monitor BIMA traffic and activity in accordance with Maritime Security procedures.
- ✓ Act as point of contact for Motorcoach companies as well as for caterers and other tour operators.
- ✓ Act as sole point of contact for all complimentary, community outreach, and charity generated passengers.
- ✓ Develop knowledge of standard radio and telephone communications equipment along with standard broadcasting procedures and rules, and skill in operation of VHF and UHF radio equipment.
- ✓ Develop operating knowledge of FCC laws, regulations, procedures and practices applicable to basic radio-telephone operation.
- ✓ Enforce operational procedures and methods used in operation of Allen Marine Tours.
- ✓ Become familiar with basic maritime terminology and procedures.

Qualifications & Experience:

- Ability to accomplish tasks in a controlled, effective and professional manner while working for extended duration under high levels of stress.
- Ability to prioritize and handle numerous and various time-sensitive tasks while maintaining a great attention to detail.
- Ability to solve unique spontaneous problems regularly and make high-impact decisions quickly and confidently.
- Ability to generate a multitude of co-operative relationships with co-workers as well as representatives of other companies involved with AMT.
- Proficiency with Windows based computer systems including word processing, spreadsheet and electronic mail applications.
- Knowledge of modern office practices and procedures, proper English usage, diction, grammar, spelling, punctuation, and demonstrated proficiency, alphabetic, chronological and numeric filing systems, techniques.
- Must be drug free (pre-employment screening and enrollment in random drug testing program is company policy).

Pay

DOE. Limited Benefits. This is a seasonal full time position from mid April to October. Preference will be given to candidates who commit to working through the end of the season without interruption. An end of season bonus will be paid to employees who finish the entire season in good standing.