



# Allen Marine Tours

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## **ALLEN MARINE TOURS, INC. Job Profile: Supply and Retail Coordinator**

Under the supervision of the Operations Manager, this position is responsible to provision a fleet of vessels engaged in conducting tours for cruise ship passengers. This job contributes to the success of Allen Marine Tours by ensuring that all crews have the necessary supplies and merchandise to enable them to conduct the highest quality of excursion for our guests.

### **Duties/Responsibilities**

- ✓ Manage tour and retail inventory may include purchasing, receiving, stocking and distributing all vessel supplies. Products to include cleaning and paper supplies; food and beverage inventory; clothing, books and other retail items.
- ✓ Work closely with purchasing office in Sitka, to price and procure all products.
- ✓ Balance, reconcile and report all daily retail receipts from each vessel and/or crew.
- ✓ Track use of all tour supplies, keep accurate records, and prepare periodic reports to generate a final report at the end of the season.
- ✓ Coordinate and manage the cleaning of all vessel laundry (cloth towels, window diapers and rags).
- ✓ Develop procedural systems for efficient distribution of all products to various vessels in fleet.
- ✓ Assist in training with all Passenger Service crew members in the use of supplies and the submission of paper work, and monitor performance throughout season.
- ✓ Maintain clean and orderly on site and remote storage areas.
- ✓ Act in a professional and pleasant manner in executing responsibilities as a liaison with crewmembers and local purveyors.
- ✓ Coordinate with Sales & Service Manager to satisfy needs for special charters and events.
- ✓ Report to Operations Manager on a regular basis and in a timely manner to solve problems and expedite solutions.

### **Qualifications / Experience**

- Must have previous experience with inventory control; including ordering, tracking, and stocking of supplies and merchandise.
- Prefer previous experience in transportation or tourism industry.
- Must be proficient in the use of a variety of computer programs, including Word and Excel.
- Must be honest and capable of handling and balancing cash/check/cc receivables on daily basis.
- Must possess exceptional communication and organization skills; and have the ability to multi-task and remain flexible in a demanding and fast-paced environment.
- Must have the ability to work independently, while operating effectively as part of a team.
- Must be drug-free (Coast Guard pre-employment and random drug test required).
- Must be able to lift and move objects of up to 50 pounds, or as required.
- Must be able to work varied shift hours, including weekends and holidays; and in assorted locations, either dock, storage facility, vessels and/or main office.
- Must be well-groomed, courteous, reliable, punctual and self-motivated.
- Requires a valid driver's license and good driving record

### **Pay**

DOE. Limited benefits. This is a seasonal full time position from April to October. Candidate must be available to work the entire season from April to October without interruption. A bonus will be paid to employees who complete their contract in good standing.