

ALLEN MARINE TOURS INC. (Juneau)

Job Profile – Juneau Shuttle Driver

Drive an Allen Marine Tours shuttle van to transport guests from downtown Juneau to our private dock in Auke Bay. This position is under the supervision of the Division Manager at the direction of the Administrative Coordinator. Guest Service is of utmost importance during all interactions.

Qualifications & Experience:

- High school diploma or equivalent.
- 6 months to one year of experience in a similar role.
- Minimum 5 years U.S. driving experience with a current valid driver's license.
- Commercial driver's license not required.
- Proof of good driving record for the past three years.
- Must have good command of the English language including good oral and written communication skills.
- Professional phone etiquette and basic computer skills are highly preferred.
- Quantitative skills require the ability to perform simple arithmetic.
- Good guest service skills with the ability to deal with others regularly in a courteous and helpful manner.
- Solid teamwork skills with the ability to get along well with others and take direction well.
- Good organizational skills with the ability to multi-task in a time efficient manner.
- Good attention to detail and accuracy.
- Ability to work independently, and follow directions and well-defined procedures.
- Must be able to lift and move objects up to 50 lbs. as required.
- Appearance and grooming must adhere to Allen Marine Tours appearance standards.
- All crew members are required to purchase and wear uniform clothing pieces
- Must be drug free (Coast Guard pre-employment and random drug testing is required).

Duties/Responsibilities

- ✓ Safely and responsibly drive company van to and from locations.
- ✓ Must arrive to work on time every day as the shuttle schedule is extremely time critical.
- ✓ Provide guests with an entertaining and informative narrative before and after their tour.
- ✓ Answer guest's questions about Juneau, South East Alaska, and Allen Marine Tours. Knowledge of Juneau is preferred but not required.
- ✓ Vehicle Maintenance: Responsible for washing vehicle and maintaining interior and exterior cleanliness regularly.
- ✓ Periodically running various errands such as going to the post office, bank, and refilling gas tanks of all vans.
- ✓ Participate in the Safety Program.
- ✓ Other duties as assigned by managers.

Pay

DOE. Limited Benefits. This is a seasonal full time position from mid-April to the end of September. 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.