

Blue Water Shipping is seeking to fill a position at their Puget Sound location.

**Job Title:** Shipping Agency Operations

**Status:** Full-Time and/or Part-Time Employment

**Company:** Blue Water Shipping

**Posting Date:** September 2022

**Locations:** Federal Way, WA / Puget Sound Ports

**Job Description:** Efficiently and effectively handle all aspects of port call. Liaise between Agency principals, Captains, marine terminal personnel, and other involved stakeholders before vessel arrival, while in port, and post departure.

**Qualifications / Skills / Abilities:**

- College degree preferred.
- 1+ years maritime experience preferred. Agency experience strongly preferred.
- Strong verbal and written communication skills.
- Ability to self-motivate and excel in a fast pace and often rapidly changing environment.
- Generally comfortable with technology and demonstrated proficiency with email / electronic communication both in office and mobile.
- Maritime industry operates 24/7/365. Qualified individuals must have the ability to work evenings, weekends, and holidays.

**Physical Requirements:**

- Ability to climb stairs, ladders, and gangways.
- Operate a motor vehicle (with clean driving record)
- Lift and carry up to 50 lbs.
- Withstand exposure to outdoor elements in PNW.

**Job Duties:**

- Coordinate with pilots, tugs, linesmen, CBP, USCG and other maritime personnel.
- Physically attend vessels in port.
- Vessel document preparation.

**Other Notes:**

- Inexperienced candidates are welcome to apply however, if hired the job will be much more administrative until training is complete.
- Candidates interested in Part-Time agency work are encouraged to apply. If qualified, part-time arrangements will be negotiated before hire.

**Company Description:** Founded in 1979, Blue Water Shipping Company quickly evolved into one of the leading agencies in the United States. Our mission has remained unchanged - to provide the finest agency services available with dedicated conscientious professionals,

providing rapid and concise communications, utilizing state of the art technology, with unending dedication to our customers. [www.bluewatershipping.com](http://www.bluewatershipping.com)

**Applications:** Interested and qualified individuals may submit a resume and cover letter via email to [jobs@bluewatershipping.com](mailto:jobs@bluewatershipping.com).