

SHIPBOARD TALENT ATTRACTION TEAM

POSITION DESCRIPTION FORM

POSITION	Jr. Deck Administrator	VERSION	9
DEPARTMENT	Deck	DATE	17 Jan 2015

POSITION INFORMATION

Reports to (Aboard or Off Ship):	Deck Administrator, Master, Safety Officer, Staff Captain.	Salary (Base Rate): 1070 USD	Click here to enter text.
Ability to negotiate?	Choose an Item	Negotiation amount above base rate (%)	Click here to enter text.
Average Contract Length:	Click here to enter text.	Tipping:	Choose an Item
Position Code:	Click here to enter text.		

EXPERIENCE AND EDUCATION

including competencies, skills, knowledge, certifications)

Aspect	Description
Preferred education	<input type="checkbox"/> High School Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Associates Degree <input checked="" type="checkbox"/> Technical Training
Area of study	Click here to enter text.
Certification	Basic Training Certification as per STCW 95 Regulation. Crowd Management Certificate, company will provide this course within first contract.
Required working experience	yes
Target number of years' experience	+1 year in the field

TARGET REGIONS

TBA

ROLE OVERVIEW

Brief outline of what the position will be doing aboard, and the impact they will have. This will be an outward facing description, and will be used for LinkedIn, websites and other marketing avenues.

Set sail on a new career with Carnival, and help us bring the FUN to life aboard one of our fantastic vessels! We're looking for dedicated individuals to join us aboard! This role will have you performing all clerical related work for the Deck Department. You will support the Master, Staff Captain and the safety officer in their office functions. You'll be working on maintaining logs for crew certification, SCC, BST, Crows and Crisis.

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JOB FUNCTIONS

List the key tasks that the team member will be completing aboard. Include all critical tasks and provide sufficient detail to ensure the applicant understands the nature of the job they are applying for. Please provide 5-6 as a minimum and add extra rows as needed.

Ensures that all paperwork and documentation required by Company policies and regulatory bodies is duly completed and accurate.

Prepared list of deck personnel on call during port stay.

Prepared Minimum Crew schedules and Monthly technical Crew List.

Keeps updated certification for Deck ratings.

Assists the Master and Staff Captain with payrolls issues and other related paper work.

Ensures that all aspects of the company's OH&S are effectively applied during his/her working activities.

Any other assignments as required by the Master, Staff Captain, or Safety Officer.