

Crewing Administrator – Crowley Maritime Corporation – Seattle, WA

ABOUT US:

Jacksonville-based Crowley Maritime Corporation, founded in San Francisco in 1892, is a privately held family and employee-owned company that provides diversified transportation and logistics services in domestic and international markets by means of six operating lines of business. We are a family and employee owned company that was founded over 100 years ago. Crowley encourages its employees to grow and develop within the company and believes our diverse workforce contributes tremendously to our success.

Currently, our **Seattle, WA** location is seeking a **Crewing Administrator**. This is a full time, permanent position.

JOB DESCRIPTION: This position is primarily responsible for the proper manning of vessels, which includes ensuring the mariners have the appropriate qualifications for the positions filled and arranging timely and cost effective travel for the mariners to fill appropriate billets in addition to developing effective crewing schedules.

GENERAL RESPONSIBILITIES: General responsibilities include, but are not limited to:

- Subject matter expert on crewing, working with minimal supervision.
- Assure that the vessel is crewed with qualified, physically fit and able mariners for all needed positions.
- This entails verification that all crew documents and credentials, training, medical and drug free requirements are valid and current.
- Coordinate crew travel to and from the vessel in a cost-effective manner.
- Must be able to understand and administer multiple union contracts, customer and regulatory requirements.
- Prepare and maintain integrity of all personnel records in coordination with other company departments.
- Identify discrepancies and expirations of personnel qualifications.
- Assist with identification of training needs and training plans.
- Plan crew development and succession planning.
- Forecast crew rotation based on mariner skill level, training and availability.
- Provide high quality customer service and direct communication regarding assignments for mariners.
- Interacts with union hiring halls or internal recruiting department to dispatch mariners as required and may assist in the union/employer grievance process.
- Assist with standardization and streamlining of departmental processes and training.
- Provide reports on manpower, work utilization and assignments as required.
- Participate in unemployment hearings as required.

EDUCATION: High School diploma or equivalent required with 3 to 5 years' experience in marine crewing or operations with multi-fleet crewing capability or a graduate from a maritime academy and/or sailing experience will be considered equivalent.

EXPERIENCE: 3 - 5 years' experience in marine crewing or operations with multi-fleet crewing capability or equivalent personnel scheduling experience.

Ability to demonstrate excellent communication skills. Ability to apply skill sets and demonstrate proven experience developing, improving and streamlining processes to meet established goals and objectives. Ability to effectively manage projects that may vary in nature and scope.

TECHNICAL PROFICIENCY: Proficient in Microsoft Office products, including Excel, Outlook and Word in addition to quickly learn other required programs such as FileNet, NSS, Anderson-Kelly web portal, and Concur Expense Reporting.

WORKING CONDITIONS: Normal office environment with little exposure to excessive noise, dust, temperature and the like. Extended use of computer keyboard and viewing of computer monitor and ability to sit for long periods of time.

COMPENSATION & BENEFITS:

We offer a competitive salary and benefits package that includes a Health Care Plan designed to keep you and your family healthy, both physically and financially. Crowley's Health Care bundle provides Medical, Dental, Prescription, and Vision insurance available to the employee and their dependents with minimal contributions.

Other benefits include:

- Employee Assistance Program
- Flexible Spending Account (FSA)
- Health Savings Account (HSA)
- Group Life Insurance
- Short-term and Long-term Disability Coverage no cost to our employees
- Paid Vacation, Sick, and Holiday Time

Retirement Planning

Immediate Vesting

- ✓ Traditional and Roth 401k (50% match up to 6% of contributions)
- ✓ Individual Pension Account – Company contributions equal to 3% of your annual eligible earnings

Vested after completion of 3 years of service

- ✓ Employee Stock Ownership

Personal and Professional Growth

- Professional Development (internal and external training programs available to regular full-time employees)

- Tuition Assistance (tuition reimbursement at 100% to pursue undergraduate degrees available to regular full-time employees)

Fun Stuff

- Group Employee Activities
- Wellness Program
 - ✓ Team Competitions & Challenges
 - ✓ Gym membership Reimbursement
- Employee Discounts

HOW TO APPLY:

To apply for this position visit: <https://erecruit.crowley.com> and click the “View Job Postings/ Apply for Jobs” link to start the application process.

Type *Crewing Administrator* into the keyword search field and click the *Search* button.

Note: hitting the *Enter* key will not perform your search. Clicking the *Search* button is necessary.

ADDITIONAL INFORMATION:

Must be U.S. work authorized.

Crowley is an Equal Opportunity Employer. In compliance with the ADA Amendments Act, should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Human Resources department at careers@crowley.com.