



## SEASONAL EMPLOYMENT ANNOUNCEMENT

### CRUISE SHIP OFFICE ASSISTANT (CSOA)

Seasonal – Full Time, Hourly Positions Available  
(April – October 2018)

Located in Blaine, Washington, T.C. Trading Company is a fast-growing business leader in the warehousing, storage, distribution, and third party logistics (3PL) industry.

The Cruise Ship Office Assistant (CSOA) is a seasonal position that plays a critical role in providing clerical support to the cruise ship services department. T.C. Trading Company provides warehousing management and logistical services to vendors servicing the Alaska Cruise Ship Industry. We are looking for a motivated and detail-oriented candidate who can work well with others in a fast-paced office environment. \*Hours per day could vary due to work load for the day, with possible overtime or being sent home early due to slower day without prior notice.

#### Job Responsibilities:

- Provide clerical support to Cruise Ship Services department, including filing, copying, and sorting documents.
- Responsible for processing and organizing all paperwork for product delivery to cruise ships located at port of Seattle, WA and port of Vancouver, BC.
- Responsible for creating cruise ship delivery packets for customs clearance, transportation, and provision masters
- Assist with cruise ship proof of deliveries (POD's).

#### Required Qualifications:

- High school diploma or GED earned required. Colleges experience a plus.
- One year of clerical and/or customer service experience
- Experience copying, scanning, filing, and organizing packets
- Attention to detail
- Demonstrated leadership skills
- Possess a valid driver's license and vehicle to drive to local agencies in Blaine such as U.S. Customs and other related offices.
- Strong computer skills including experience with MS Word, MS Outlook, and MS Excel

***(Please note: We will be conducting an Excel spreadsheet assessment at the interview)***

#### **APPLICATION PROCESS AND JOB DETAIL**

<b>Application Timeline:</b>	Until position is filled
<b>Position Type:</b>	Seasonal, Full-Time, Hourly Position (no medical benefits for this seasonal position) After 90 days of employment, Sick Leave Law applies.
<b>Pay Rate:</b>	\$12.00
<b>Shifts Available:</b>	<input type="checkbox"/> Monday – Friday, 9:00 am – 5:30 pm <input type="checkbox"/> Thursday – Monday, 8:00 am – 4:30 pm <input type="checkbox"/> Tuesday – Saturday, 9:00 am – 5:30 pm
<b>Timeline of Position:</b>	April – October, 2018

#### **HOW TO APPLY FOR THIS POSITION**

To be considered, all applicants must submit a RESUME detailing work experience related to this position. Your resume can be delivered to T.C. Trading Company, 1755 Boblett Street, Blaine, WA 98230, or emailed to [employment@tctradingcompany.com](mailto:employment@tctradingcompany.com). For questions regarding this position, please call Karee Winters at (360) 332-5656, x1049.

**All applicants who are offered employment with T.C. Trading Company must successfully pass a pre-screening drug test and criminal/U.S. Customs background check.**