

Job Description

Assistant Shore Excursion Manager

Function: Assistant Shore Excursion Manager

Responsibilities:

- Is assisting the Shore Excursion Manager in his daily duties
- Properly keeps the necessary documentation
- Part of the Safety, Quality and Environmental Protection
- Has to participate in all safety routines, drills and training measures
- Sell tours to guests, generating revenue for the company
- Provide information to guests on tours available to promote tour sales
- Dispatch excursions shoreside in conjunction with the local vendors
- Participate in excursions, as required by Shore Excursion Manager, to monitor quality or to act as translator
- Conduct presentations together with the Shore Excursions Manager on the various tours available to help promote sales
- Assist guests with questions relating to excursions and offer assistance with any special requests
- Ticket issuing

Authority:

- Requests advice on matters of safety and pollution prevention from the DPA, if not properly addressed through normal channels

Substitute: ./.

Reporting to: Shore Excursion Manager

Qualification:

- All certificates and licenses as required by the STCW Code for this position
- Well acquainted with the relevant parts of the Safety, Quality and Environmental Protection Management System
- Knowledge of German and English
- Minimum of seagoing experience on board the vessels type or other adequate experience (unless decided different by the company)