

## JOB DESCRIPTION

Job Title : First Documentation or Document Arranger (Marsya)  
Report to : Scheduler

### Responsibilities

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- Checking and ensure all requirements submitted by the crew is complete and correct
- Making the schedule for the candidates to Process document (BST, Seaman Book, Passport, CCM, SSAT)
- Giving recommendation letter to the crew as one of the requirements to process the documents
- Convince the new hire candidates to process their document in the agent-to avoid fake document
- Keep a good communication with related companies for the above mentioned
- Check the status of candidate (newhire) about the process of their document and downpayment by calling, sms and send email once a week every Friday
- Assist the document staff (Margaritaville at Sea) primary and assist all the document staff in the office.

### Qualification

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1. Hospitality manner
2. Computer Literate
3. English skill
4. Eager to learn
5. Honest and hard working
6. Minimum Senior High School or Higher

CRUISE AGENCY