

P O S I T I O N D E S C R I P T I O N

Position Title: Administrative Assistant

Department: **Sub-Department:**

Reports To: Hotel Controller 70% Executive Chef 30%

Direct Reports:

Position Summary

The Administrative Assistant provides support to and does designated administrative services for the Hotel Controller and the Executive Chef.

Essential Duties and Responsibilities

Hotel Administration

- Provide Administrative support to all Head of Department on a daily basis.
- Assist Hotel Controller during loading on pier with receiving process.
- Assist Provision Master after loading to verify quantities received.
- Assist Hotel Operations Director in all TAR queries.
- Perform data entry of all inventories scheduled by the Hotel Controller.
- Print variance reports and return them to the Hotel Controller.
- Conduct spot checks assigned by the Hotel Controller.
- Support Crew Accountant/Crew Purser during sign on/off process if instructed by Hotel Controller
- Assist with paperwork related to crew customs declarations.
- Assist Food Manager with minor office duties

Culinary Administration

- File all daily checklists.
- Update meal count on daily basis.
- Update and check the daily TAR and Cross check all overtimes.
- Assist the galley entering the food requisition.
- Update Galley Crew Master List on weekly basis.
- Update the Galley Crew Rotation in the master list.

General

- Ensure confidentiality when handling sensitive information.
- Project a favorable image in order to promote the aims and objectives of the company.
- Foster and enhance public recognition and acceptance of all areas and endeavors.
- Efficiently perform all other duties as requested by shipboard management or shore side.

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Essential Duties and Responsibilities

Operational

- N/A

Training & Development

- Participate in all mandatory training without excuse.
- Attend all meetings, training activities or classes related to assigned position as required.

Financial

- N/A

Safety Responsibilities

- Comply with the safety and pollution prevention regulations and operating procedures at all times.
- Maintain a safe and sanitary environment for all guests and crew members.
- Follow proper procedures and instructions at all times to prevent damage of any kind to ship or company property.
- Know and comply with Shipsan, the European sanitation program, and United States Public Health Rules and Regulations pertaining to assigned working area.
- Participate in safety drills as required.
- Comply with Marella Cruises' Safety and Pollution Prevention Program
- Comply with Marella Cruises' Operating Procedures Resources.

Other Duties and Responsibilities

- As assigned

Qualifications

Knowledge, experience, skill, and/or ability

Required

- Fluent in written and spoken English,
- Must be able to communicate effectively with the senior management.
- Ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.
- Must adhere to specific scheduled work hours, yet be flexible if circumstances require it.
- Work with international team members.
- Perform assigned duties under pressure (time constraints).

Preferred

- Fluency in additional language(s)

Required computer skills

- Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power Point

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- FBS/ICS Apollo Inventory system

Education/experience/certifications

- High School education or better.
- Minimum of five years food related experience and/or training.
- Equivalent combination of education and experience.

Other Skills:

- Knowledge of general office practices, procedures and equipment.
- Ability to prioritize tasks and work independently.
- Strong organizational, interpersonal and communication skills.
- Ability to interact with senior-level management and owner representatives.

Math Ability:

- Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment & Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to
 - Stand
 - Use hands to finger, handle, or feel;
 - Reach with hands and arms;
 - Talk or hear and smell.
- The employee must be able to lift or move up to 55 pounds (25 kilograms) without assistance.

Vision Requirements:

- Ability to adjust focus, depth perception, peripheral vision, distance vision and close vision and to be able to otherwise perform the essential functions of the job in a manner that does not present danger to the employee or others with or without a reasonable accommodation.

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