**Marine Logistics Coordinator Standard Job Description**

**Classification Title:** Marine Logistics Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Coordinator, Marine Logistics, under direction, coordinates port call logistics activities with the drilling subcontractor logistics manager. Establishes and maintains a logistical liaison effort to support an annually funded NSF contract operating in all areas of the world. Plans, controls, and guides the flow of people and materials to and from the current operating area. Establishes, operates for approximately ten days, and closes down field offices annually in foreign and domestic ports. Ensures all shipments including hazardous are documented correctly and are imported and exported in accordance with 49CFR, IATA, and IMDG regulations. Supports ordering and tracking inventory control of scientific laboratory supplies destined for an offshore vessel.

**Essential Duties and Responsibilities:**

**40% Port Call Coordination and Logistics**

* Establishes and maintains a logistical liaison effort for all program port calls and/or departure points for at sea replenishment or personnel transfers.
* Coordinates with management to prioritize work list for port calls and coordinate port call activities.
* Coordinates travel logistics, including hotel reservations, multi-modal scheduling for staff, and coordination with relevant parties for travel preparation.
* Acts as a liaison to prepare the way for incoming and outgoing staff, ensuring all relevant authorities are informed of port call activities.
* Coordinates with port authorities on personnel clearances, customs and immigration issues, quarantine, port security, and local unions.
* Acts as the field representative for unplanned and emergency personnel and cargo transfers.
* Coordinates and schedules meetings for port call activities, developing agendas and ensuring follow-up on action items.
* Works with IODP on travel coordination, including scheduling hotel accommodations and transportation for staff.
* Verifies that shipping information is communicated to the ship's agent and informs the agent of shipping needs.
* Assists in organizing unplanned logistical support for expedition operations, including transportation by boats or helicopters when required.

**20% Port Call Action Planning and Execution**

* Develops detailed port call action plans based on input from the Research Foundation, ODL, and USIO staff.
* Establishes contact with ship's agent to communicate updates and changes to port call activities.
* Verifies that all incoming shipping details have been communicated to the agent and coordinates off-going shipping schedules.
* Notifies agent of shipping needs and schedules ocean freight containers for returning materials and cores.
* Supports the demobilization of science and coring equipment from ships as part of the port call action.
* Ensures strong team collaboration, training, and interaction to achieve service deliverables during port calls.

**10% Financial Oversight and Reporting**

* Verifies and signs off on charges from port agents, ensuring proper billing practices.
* Tracks and informs personnel and the science community on the status of return freight.
* Assists in the procurement of science services and supplies, ensuring proper handling of local procurement at port calls.
* Monitors and ensures safe operations of personnel and property during port call activities and tie-up periods.

**5% Compliance and Policy Adherence**

* Complies with all relevant departmental, state, and federal policies.
* Administers and ensures adherence to all operational procedures, as required by IODP and other governing entities.
* Ensures the safety and security of personnel and property during port operations, in compliance with policy.

**5% Collaboration and Teamwork**

* Maintains effective working relationships with internal and external stakeholders.
* Demonstrates teamwork and a service-oriented attitude in all interactions.
* Promotes a cooperative environment and works collaboratively with others to ensure successful port call operations.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of training and experience.

**Required Experience:**

* Four years purchasing and materials management experience.

**Required Licenses and Certifications:**

* IATA, IMDG, DOT Radioactive Certification.
* Ability to obtain passport and international travel visas on a continuing basis.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**