



Job Description
Supervisor-Mulifanua
Division: Operation

JOB DESCRIPTION	
Job Title	Supervisor
Salary Range	\$27,484 p.a.
Location	Mulifanua Office
Hours of work	Shift Work
Reporting to	AGM Operation to achieve desired outputs
Responsible for	N/A
Contractual Status	Permanent Subject to six months probationary period
Primary Objectives	To supervise and monitor the overall operation of domestic service between Mulifanua and Salelologa. Ensure safety of personnel, embarking/disembarking of vessels, control vehicle movements sequentially for safe operation and ensure compliance with ISPS/company policies. Responsible in safe keeping of all corporation assets at Mulifanua office and administer the performance of the staff. Responsible in handling of banking and administrate daily/weekly/monthly reports for Mulifanua office as required. Ensure issues and matters requiring decision/information is reported to the GM through the AGM Operation.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none">❖ Overall monitoring of the ticket booth, supervise sales and collection of tickets❖ Ensure the safety of passengers during embarking/disembarking times❖ Assess vehicle freights and control the boarding to comply with company and safety regulations❖ Inspect sales report, trip report, examine cash to balance with receipts/books and advice staff in relation to logging of information❖ Assess and confirm the ticket book, mail/courier

	<p>registration, prepare the master receipts for banking and prepare daily/weekly/monthly reports</p> <ul style="list-style-type: none"> ❖ Responsible for all banking requirements of Mulifanua office ❖ Responsible for overall safe keeping of corporation assets at Mulifanua office and provide suggestions for improvement ❖ Address the public on schedule changes due to vessel breakdowns, weather conditions and/or company obligations ❖ Liaise with public concerning any conflicts that arise during operation hours ❖ Ensure compliance with occupational health and safety policies and dress code as required by the company ❖ Prepare report and provide analysis on operations at Mulifanua wharf for when and where required for Management meetings ❖ Advise and report to GM through the AGM Operation on issues or matters pertaining to Mulifanua operations or in the rise of any disciplinary actions requires ❖ Perform any other duties assigned by AGM Operation
<p>Selection Criteria (Person Specification)</p>	
<p>Experience</p>	<ul style="list-style-type: none"> ❖ At least five (5) years working experience as a Supervisor or in a similar position ❖ Good communication skills in both English and Samoan and have good public relation (English and Samoan) ❖ Must be computer literacy ❖ Must have good reporting writing skills
<p>Skills & Qualifications</p>	<ul style="list-style-type: none"> ❖ Tertiary qualifications or relevant Diploma in Accounting or Commerce
<p>Continued Professional Development</p>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p>