



Boarding Agent

Education and Training

A minimum of high school graduation and knowledge of computers are required. It is preferable that candidates have specific training in transportation and logistics.

On the job training is normally provided in the form of job shadowing other boarding clerks on different types of ships (e.g., an auto carrier, grain ship, potash ship, sulphur ship, container ship etc.). This ensures that adequate knowledge of the details of the job are developed.

Nature of Work

Ship owners don't always have local offices. They therefore hire and rely on third-party agents to find cargo and take care of business in that local. One such agent is a Boarding Agent that acts as a direct liaison between ship owners and local authorities.

In general, boarding agents are responsible for arranging all port administration needed to move the ship in and out of port as quickly as possible. They also act as intermediaries between shippers on land and sea, buying and selling cargo for carriage.

As the marine industry operates around the clock, 24/7 availability is required of boarding agents. Any type of delay can have large financial consequences for customers.

Earnings

Low:	\$40,000
Average:	\$45,000
High:	\$50,000

Main Duties

Boarding agents act as the direct liaison between ship owners, deck officers, and port officials. They may board ships, liaise with cargo shipper, arrange for arrival services such as berths, pilots, tugs, surveyors and other relevant services, arrange for departure services, prepare and finalize documentation, and take care of payments and other financial aspects concerning the shipment and ship owner.

Typical Employer

Shipping agencies such as Greer Shipping

Essential Characteristics

- Good interpersonal skills
- Attention to detail
- Comfortable with computers
- Some knowledge of transportation terminology and operations



Additional Information

BCIT International Trade and Transportation Logistics
www.bcit.ca/study/programs/7460mcert
 Careers in the Supply Chain
www.careersinsupplychain.ca/home
 Chamber of Shipping of BC
www.chamber-of-shipping.com
 University of Manitoba Transport Institute
<http://umanitoba.ca/faculties/management/ti/education/cert.html>