



Infinity Brazil

APPRENTICE PURSE

Position Summary:

Reporting to the Financial Controller, the Apprentice Purser assists the other employees in the Shipboard Financial Operations division by performing the following essential duties and responsibilities.

Principal Duties and Responsibilities:

Assists the 2nd Purser Payroll and Crew Payroll Manager with the sale of money orders, collecting crew SeaPass accounts, payroll distribution and any other crew-related financial matters.

2. Assists the 2nd Purser Administration with gratuity posting and/or balancing, reconciling prepaid amenities, obtaining method of payment for guest SeaPass accounts and any other guest-related financial matters.
3. Performs clerical work such as filing and photocopying. Assists with general office work and duties.
4. Assists the Financial Operations Division as determined by the Financial Controller.
5. Is aware of, and/or acquires the necessary knowledge to comply with the ship's standard operation, in order to assist guests and crewmembers with inquiries
6. Attends meetings, training activities, courses and all other work-related activities as required.
7. Performs related duties as required. This position description is not intended to prescribe the only duties to be performed by this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management

Experience

Minimum of 1 year experience at the position in Cruise Lines or financial hotels/resorts departments.

Advanced to fluent level of English verbal and writing skills, including the proper use of English grammar is required.

Ability to apply customer service skills when interacting with guests and coworkers.

Preferred

College graduation in Accounting or Business..

*this job description is to be considered as a general reference of duties and responsibilities for the position as it might change according to ship and cruise line.

Effective: Jan/2020