



**Job Description
Ticket Seller
Division: Operation**

JOB DESCRIPTION	
Job Title	Ticket Seller
Salary Range	\$10,533.00 <i>p.a</i>
Location	Salelologa Wharf
Hours of work	Shift Work
Reporting to	Supervisor
Responsible for	N/A
Contractual Status	Permanent, full time Subject to three months probationary period
Primary Objectives	To sell and collect tickets for passengers travelling to/from Salelologa/Mulifanua wharfs and informs public on schedule changes.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Responsible for selling/collecting of tickets, assess vehicle freights and direct vehicle movements for safety of operation ❖ Assist in addressing the public on schedule changes due to vessel breakdowns, weather conditions and/or company obligations ❖ Registration of new ticket booklets and advise supervisor for new stock when required ❖ Responsible for the cleanliness of company lounges, offices and booths ❖ Ensure compliance with occupational health and safety policies and dress code as required by the company ❖ Perform any other duties assigned by the supervisor
Continued Professional Development	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.