

The Jaxport Tribune

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Crowley Lists Job Qualifications

By Mary Chowenhill

The Crowley Corporation today announced qualifications for employees, at two levels of white collar employment. Tricia Pelger, Manager, Human Resources, stated that the two levels are exempt and non-exempt.

All exempt positions will require either Bachelor degree or equivalent work experience. Many required advanced certifications. Exempt positions that are available throughout the year include:

- Accountant
- Sr. Accountant
- Marketing Analyst
- Account Executive
- Sr. Account Executive
- Port Engineer

All non-exempt positions will require a high school diploma or GED and some previous related work history. Non-exempt positions that are available throughout the year include:

- Coordinator
- Intermodal Coordinator
- Freight Services Representative
- Telesales (inside sales) Representative
- Customer Service
- Dispatcher, Intermodal

Look at two detailed postings found on page 2 of this paper to get an idea of job requirements or to see other detailed posting for exempt and non-exempt positions go to www.jaxportjobs.com and click on the Crowley link.

(See CROWLEY POSITIONS on page 2)

Best Foot Forward

Questions to take on an interview

The first questions you should ask are about the company.

1. How much has the company grown in the last year, 5 years?
2. What is the average tenure of an employee?
3. Does the company plan to out source any positions?
4. Are there any plans to take parts of the company offshore?
5. Would this affect the jobs already with the company?

Next you can ask questions that relate to the position.

1. Describe the job.
2. What level of education is required?
3. Is there a period of training and if so how much training is involved?
4. Will the company pay or reimburse for continuing education?
5. What are the hours?
6. Is the schedule flexible?
7. Will travel be involved?
8. Are there opportunities for promotion from this position?

Last, if you're interested ask the questions that affect you personally.

1. What benefits come with the job?
2. How much sick leave does one get each year?
3. Are there restrictions on how that leave may be used?
4. How much annual leave is accrued each year?
5. Can comp-time be accrued for overtime work?
6. Finally what is the pay scale for this position?

Crowley Positions

(Continued from page 1)

Posting – Exempt

POSITION:	Accountant
LOCATION:	Jacksonville, FL (Regency)
JOB SUMMARY:	Responsible for various moderate to complex accounting functions. Develops various ad hoc queries to support their activities, coordinates functions with other departments to comply with accounting processing. Maintains activities associated with sub systems and general ledger including journal entries and Balance Sheet account reconciliations. Summarizes and provides analysis related to Agent and customer accounts for management review and action. Provides recommendations and implements corrective actions toward final customer resolution. Responsible for the coordination, maintenance and collection of customer delinquent accounts utilizing telephone and written communication. Assists manager in development of procedures and controls and utilizes numerous systems in support of their duties.
EDUCATION:	Bachelors degree in accounting, business or finance preferred
REQUIREMENTS:	Minimum 2 - 4 years accounting experience. Excellent knowledge of various operating and accounting systems, PC's, and general administration. Bi-lingual (English/Spanish) skills required.

Posting – Non-Exempt

POSITION:	Coordinator, Freight Services Crowley Liner Services, Inc. (PR/Carib)
LOCATION:	Jacksonville, FL (Regency)
JOB SUMMARY:	This position is responsible for processing cargo bookings or import/export documentation within established deadlines and regulatory requirements. May receive, reconcile, consolidate and/or summarize documents and information from customers.
EDUCATION:	High school diploma or equivalent, with course work after high school and on-the-job training preferred.
REQUIREMENTS	Minimum 6 months to 1 year of general office experience or minimum 6 months transportation experience. Data entry skills (8,640 kph or 2.4 k/s with a 95% k/a rate) required. Intermediate proficiency in Word and Excel.

Dress for Success and More

By Mary Chowenhill

There is more to a job interview than having the qualifications for the job. According to Tricia Pelger at Crowley, you need to do your homework, bring a detailed resume, dress for success and be prepared to ask the right questions.

First, homework: You want to know if the company you are interviewing with has something to offer you. What is their history? If it is a public company check out their stock to see if it is stable, growing or falling. Go to a news engine and check out articles that have been published about the company. Have they had to lay-off employees or have they announced expansions recently. Often in the newspaper there will be promotion announcements, check and see if there have been many for your company especially in your interview position.

Second: Bring a resume with you to the interview. It should include your work experience and volunteer jobs highlighting positions you feel show qualifications for this job.

Third: *Dress for success.* Show up for the position looking your best. First impressions are important. Wearing a suit is always a good idea. Shoes should be closed toe and non-athletic. Hair should be neat and jewelry minimal. You want the interviewer to notice you not your clothes.

Fourth: Decide what you want to ask. Write down a few notes in your planner or in a file and bring them with you to the interview. On page one of this newspaper is a list of possible questions.