

## JOB POSTING

Job Opening Date: July 17, 2018

Job Closing Date: When position is filled

Job Title: Business Development Analyst

Department: Metro Cruise Services

Job Location: Long Beach, Calif.

Contact: Human Resources

### **Responsibilities:**

Acts as liaison between FR, HR, Risk Management and Cruise.

- Performs detailed financial analysis, while also addressing issues on all areas related to Metro Cruise Services, to include but not limited to: invoices, expenses, accounts receivable, market share, market analysis, and cruise line trends
- Produces financial reports as dictated by the National Director of Business Development
- Creates financial charts, graphs and spreadsheets related to all businesses under the Metro Cruise Services lines of business
- Assists in the creation of the annual operating budget for all areas under the Metro Cruise Services lines of business, while also assisting in the preparation of quarterly forecasts
- Prepares statistical data and reports for the Cruise market and related operational areas
- Provides assistance to the President, Metro Cruise Services, in the preparation of quarterly reports for the Board of Directors
- Prepares reports and presentations as needed on Cruise market and the Metro Cruise Services lines of business
- Acts as lead liaison to ensure departmental documentation is submitted on a timely basis
- Acts as lead liaison related to (licenses, permitting, Requests for Proposals (RFPs)/Requests for Information (RFIs), profit & loss statements, etc.)
- Prepares graphs, charts, and articles related to operational performance for dissemination to business units
- Maintain business development CRM system in regards to customers, commodities, rates, and locations for all Cruise Operations
- As requested by the leadership he or she will be responsible for:
  - Obtaining information on manning and equipment usage
  - Performing analysis of Cruise and Shore rates
  - Reviewing operational activities
  - Communicating rate changes to necessary parties
  - Sending new or adjusted rates to customers
  - Preparing final letters and power point presentations to customers
  - Assisting with accounts receivable collection for Cruise and Shore Operations
  - Assisting with pre-funding of terminal and vessel Cruise and Shore Operations

### **Education and/or Work Experience:**

- Strong analytical, critical thinking and organizational skills.
- Advanced knowledge of Excel, Power Point, and all applications for MS Office suites
- Strong written and oral communication skills, ability to set goals and follow through
- Excellent time management skills
- Ability to manage projects with minimum guidance and finalize proposals in accordance with strict timelines
- Ability to manage and organize extensive documentation and records
- Strong customer service skills and ability to present concepts and ideas in front of clients and the organization's senior leadership
- Bachelor's Degree in related field
- Five or more years of experience in business analysis, statistics, business development, strategic analysis and/or business management functions

EMAIL: [hrdept@metsteco.com](mailto:hrdept@metsteco.com)