



## **Operations Assistant – Contract Position Victoria Cruise & Deep Water Terminal**

Western Stevedoring is a diversified marine logistics company committed to the success of our people, our customers and our communities. Our operations at the Victoria Cruise & Deep Water Terminal focuses on terminal/marine operations for cruise, breakbulk cargo, and fibre optic cable ships. Shore-based operations include warehouse storage, facility rentals, and community events.

We are currently recruiting for a contract Operations Assistant to support our team from April to October, 2022. Reporting to the Terminal Manager, this individual will support the delivery of operational excellence in all areas of responsibility.

### **Job Duties:**

- Ensure our Terminal Safety Program is compliant by conducting audits/inspections and that residual action items have been successfully completed.
- Maintain the integrity of our Marine Facility Security Plan by ensuring compliance and accurate records throughout the terminal.
- Support terminal repairs and maintenance programs by assisting with the following:
  - scheduling and liaising with facility maintenance contractors
  - scheduling and overseeing equipment repairs
  - record maintenance, repair, and inspection reports
- Support ship operations with preparations for the arrival of vessels by arranging terminal equipment and supplies as required.
- Cruise ship and ground transportation assistance during cruise season.
- Support all ancillary operations as required.

### **Required Skills / Attributes:**

- Demonstrates strong communication, interpersonal and organizational skills.
- Maintains a solution driven mindset and possesses critical thinking skills.
- A highly functioning team player with the ability to work effectively under pressure.
- Possesses relevant post-secondary education and/or experience working in the logistics/distribution/safety field in a heavy industry setting

Western Stevedoring offers a competitive compensation and benefits program. To apply, please forward your resume to [hr@westeve.com](mailto:hr@westeve.com). To learn more about our operations, please review our website at [www.westeve.com](http://www.westeve.com).