



LINKING A WORLD OF OPPORTUNITY

PORT OPERATIONS & HARBOUR MASTER COORDINATOR

The **Port of Prince Rupert** is located on the scenic North Coast of British Columbia. As Canada's second largest West Coast port, the Port is strategically situated on the Pacific Rim, with the deepest natural harbour in North America and direct connections to the North American continent by CN Rail's network reach. Its facilities include modern, high-throughput coal and grain terminals, two cruise terminals and an innovative, intermodal container terminal anchoring the fastest and most reliable trade corridor on the West Coast.

Prince Rupert is home to amazing wildlife and wilderness adventures, unique history and cultural experiences, and the spectacular scenery of the rugged Coast Mountain Range and the Great Bear Rainforest. Easily accessible by air, rail, cruise ship, ferry or car, Prince Rupert's attractions include First Nation cultural works of art, fine North Coast galleries and boutiques, parks and walking trails, restaurants and coffee shops. A balanced lifestyle might include enjoying a round of golf on the golf course or spending time out on the water kayaking, fishing, or taking in the scenery. Reasonable housing costs, organized sports, volunteer opportunities, modern recreation facilities, community groups and festivals all contribute to a comfortable and fulfilling lifestyle for those living in this community.

Watch video clip of Prince Rupert at: <http://www.youtube.com/watch?v=0UzYCnmOZMs>

POSITION SUMMARY

Reporting to the Director Port Operations & Harbour Master, the Port Operations & Harbour Master Coordinator (OHMC) is responsible for the efficient provision of departmental level coordination of the Port Enterprise System (the Marine Portal Component), and for administrative and executive level support and secretarial services required by the VP, Finance, Director Port Operations & Harbour Master and the Port's Operations Department.

MAJOR POSITION ACCOUNTABILITIES

1. Acts as the Operations Department's coordinator for the Port Enterprise.

System – Marine and Agent’s Portal (or Klein System) by collaborating daily with external agencies (such as ship’s agents and Pacific Pilotage Authority), ensuring the marine portal is current, reliable and that all users have an accurate, reliable and timely picture of all harbour movements for PRPA.

2. Coordinates and collaborates with other PRPA Port Enterprise users to ensure the Klein System operates efficiently; tracking, tabulating and recommending updates as required to ensure the efficient and effectiveness of the Marine Portal.
3. Plans, coordinates and issues PRPA’s monthly operational boat crew schedules; manages all departmental requests for boat tasking; de-conflicts daily requests for boat tasking publishing and updating crew shifts, along with the daily, weekly and monthly schedules.
4. Provides executive level support services to the VP, Finance and Director Port Operations & Harbour Master by ensuring that correspondence, appointments and administrative services are efficiently handled.
5. Ensures that all confidential and secret correspondence (emails, letters, contracts, etc.), Board reports and submissions are handled professionally and efficiently.
6. Assists the VP, Finance and Director Port Operations & Harbour Master in maintaining an organized office and filing system and coordinates all filing of correspondence pertinent to this office.
7. Coordinates, tracks and oversees all overtime for the Operations Department when tasked on behalf of the Director Port Operations & Harbour Master.
8. Prepares a variety of correspondence, reports, tenders, and submissions etc. for the Director Port Operations & Harbour Master or others, as required.
9. Maintains good public relations by effectively seeing that callers, both in person and on the telephone, receive required information, or are directed to the appropriate person.
10. Populates and gathers statistical information regarding marine traffic activities within the Port, which includes ensuring the marine portal daily reports of the Harbour Schedule are accurate and accessible by all of industry.
11. In the absence of the Harbour Master, coordinates with external stakeholders in the preparation of the daily Harbour/Vessel Schedule. Through Klein, ensure the port’s Harbour Schedule is accurate, current and aligned with the Pacific Pilotage Authority portal for reliability and accuracy.

12. Acts as the recording secretary and coordinates, schedules, and plans the Committee meetings as directed by the Director Port Operations & Harbour Master.
13. Provides Executive level support for all matters related to the Harbour Debris Society, including the scheduling of regular meetings and acts as recording secretary at meetings, as required.
14. Coordinates business meetings, luncheons, and other special functions, as requested.
15. Makes all travel arrangements and prepares expense claim reports on behalf of the Director Port Operations & Harbour Master and assists others as time permits.
16. Completes research assignments on behalf of the VP, Finance and Director Port Operations & Harbour Master and others, as required.
17. Provides input and advises the Director Port Operations & Harbour Master and Manager Port Security on the development and changes to Operations Standard Operating Procedures (SOPs) and implements those changes.
18. Assists the Manager Port Operations with the maintenance and updates of the Port Information Guide.
19. Assists with the development of the Operations Department budget.
20. Receives cruise berth requests and coordinates berth assignments with Trade Development department.
21. Assists as Charles Hays Boat Crew when required.

WORKING CONDITIONS

- Works predominantly in an office environment
- Regular, full-time position (37.5 hours per week). Regular working hours are Mondays to Fridays, 8:00AM to 4:30 PM with 1 hour lunch break

SPECIFICATIONS

Formal Education

- Post-secondary education

Related Experience

- Minimum five years' related experience

Other Requirements

- Good spoken and written communication skills
- Good customer service skills
- Good analytical, problem solving and organizational skills
- Good judgment and tact in dealing with sensitive issues and confidential information
- Good relationship building skills. Able to establish and maintain effective working relationship with all levels of employees.
- Demonstrated ability to manage multiple projects concurrently and to effectively handle changing priorities
- Enthusiastic and self-motivated. Works well individually as well as in a team environment.
- Creative and intuitive thinker
- Resilient. Embraces and thrives on change.
- Thrives in high-paced entrepreneurial environment
- Proficient in MS Office, especially Microsoft Word, Excel and PowerPoint
- Able to obtain security clearance under Transport Canada's Security Clearance Program
- Possess valid Class 5 BC Driver's License.

Individuals of aboriginal descent are strongly encouraged to apply.

Interested candidates are requested to submit their application in confidence by [July 18, 2018](#) to:

Director, Human Resources
Prince Rupert Port Authority
200 – 215 Cow Bay Road
Prince Rupert, B.C., V8J 1A2
Fax: (250) 627-8980
Email: careers@rupertport.com
No telephone inquiries please.