

I. POSITION: Operations Assistant

II. REPORTS TO: Operations Manager - Planning

IV. JOB SUMMARY: Responsible for supporting Operations team to achieve operational targets including paperwork, data entry and reporting. Assist with covering for Dispatch functions as required.

Responsibilities:

- Monday to Friday, collect payroll slips from the Superintendents office and Shed #1, scan to Vessel Folder and deliver to payroll desk.
- Review labour requirements from dispatch and enter them into CMS II by vessel.
- Enter Foreman poolies from all shifts.
- Enter delay billing items from vessel activity report completed by the foreman of each gang.
- Enter delay billing items for the container ships from operations report prepared by the vessel planner.
- Enter Pacific Rim Billing in to CMS II from daily report completed by the foreman
- Container Vessel Operations Reports
- Data input into Maximo as required
- Ad-hoc reports as required
- Vessel preparation activities as assigned
- Order supplies for Operations
- Assist Vessel Planners , Yard Planners and Gate Coordinator as required
- Participate in claims processes as required
- Attend meetings as required
- FSD is a multi-commodity operation and as such, coverage across all lines of business may be required

Relationships

- Acts as a company representative as required for certain stakeholder meetings
- Maintain and improve relations with ILWU
- Help facilitate good relations between management and union
- Liaise with customers in a professional and proactive manner to ensure their needs and requirements are being met.

Dispatch Functions (As required)

- Plan, coordinate and dispatch day-to-day labour (ILWU foremen and longshoremen) and equipment requirements to ensure manning is available and staffing is appropriate
- Monitor, track, validate labour ordering
- Daily report of labour hours
- Track and report on labour ordering statistics
- Track and report labour shortages
- Coordinate the working schedule for all company foremen daily
- Address or supervise the solution of any dispatch issues
- Prepare directly or supervise preparation of required documents for dispatch
- Liaise with management personnel in a timely fashion to ensure all jobs are properly manned and dispatched
- Ensure that dispatch is being performed in the most cost effective manner

Safety

- Ensure that all personnel are following all safety policies and procedures, and report any violations to the Superintendent on duty
- Continually improve, evaluate, implement and maintain health and safety policies and procedures to protect employees with company, and federal regulations
- Supporting and communicating key safety initiatives promoting a safety culture across the organization
- Focus on being impactful, leading by example and boots on the ground
- Leading incident investigations
- Assess and correct hazards which may develop in the field
- Complete Safety Observations as required

Additional Requirements

- Must obtain and maintain Transportation Security Clearance (“TSC”) under Transport Canada’s Marine Transportation Security Clearance Program.

We welcome applications from those eligible to work in Canada and request that a covering letter and resume be sent to careers@fsd.bc.ca with the position name in the subject title. We kindly request no phone calls as all considered applicants will be contacted directly.