

Maintenance Assistant – Contract Position **Lynnterm Terminals – North Vancouver**

Western Stevedoring is a diversified marine logistics company committed to the success of our people, our customers, and our communities. Lynnterm's state-of-the-art facility is the Pacific Northwest's main consolidation centre for forest products, steel, and break-bulk cargo. Lynnterm is recognized worldwide as a critical strategic hub for break-bulk imports and exports in Canada's Pacific Gateway.

We are currently recruiting for a contract Maintenance Assistant to support our team from June to September 2, 2022. Reporting to the Maintenance Manager, this individual will provide administrative duties to our maintenance team.

Job Duties:

- Accurately review work orders and records and ensures accurate filing and documentation
- Complete administrative duties, such as filling out forms and reporting maintenance statuses to supervisor
- Comply with all health and safety regulations
- Assist in completing accurate inventory of equipment and procedures
- Work with and maintain relationships with the department and contractors
- Assist with other operational duties as required

To be Successful you must:

- Be working towards an Engineering Degree would be an asset
- Have excellent analytical and problem-solving skills
- Have excellent attention to detail and time management skills
- Have strong interpersonal skills and able to communicate with different levels of employees
- Able to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents

Salary: \$20/hour

To apply, please forward your resume to hr@westeve.com. To learn more about our operations, please review our website at www.westeve.com.