

Administrative Assistant – 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 permanent full-time Administrative Assistant to support our team and ensure the office runs efficiently and productively. Reporting to the Terminal Manager, this individual will support the delivery of operational excellence in all areas of responsibility.

Responsibilities & Activities

- Coordinates the office supply orders and ensures sufficient supplies
- Assists with meetings schedules and planning
- Supports with Cruise season preparation by updating various manuals, ensuring accurate permits, and coordinating documentation
- Coordinates data collection and distribution for various statistics
- Coordinates the preparation of bank deposits, submits cheques to Head Office, and processes credit card payments.
- Supports with various terminal events
- Assists with other tasks and projects as required.

Skills & Qualifications

- Minimum 3 years of administrative experience
- Demonstrates strong communication, interpersonal and organizational skills, with the ability to work in a fast-paced environment
- Proficient in MS Office & other computer programs
- Excellent administrative skills
- Local visitor and tourism knowledge would be beneficial

Benefits of Working for Western Group

- We offer a competitive compensation and benefits package
- Professional development and career growth opportunities
- Working for an essential, successful, and growing group of companies
- This position is located at the Ogden Point cruise terminal



To Apply

If you are looking to broaden your horizon and are interested in this opportunity, we'd like to meet you. To apply, please submit your resume to hr@westeve.com.

Western Stevedoring and the enterprises within are committed to Employment Equity, support diversity in the workplace, and encourage applications from all qualified individuals including, women, members of visible minorities, Indigenous persons, and persons with disabilities. Furthermore, we are committed to providing an inclusive and accessible environment. If you require accommodation during the recruitment process, please let us know, and we will work with you to support your request.