

## **Operations Assistant, Squamish Terminals**

Squamish Terminals is an industry leader in the provision of stevedoring and terminal services to customers in Western Canada, across North America and around the world. Squamish Terminals is situated at the north end of Howe Sound and is owned by [Western Stevedoring](#). Western is a recognized leader in cargo handling, innovation, and operational excellence, loading and unloading more than 10 million metric tons of cargo annually throughout BC.

Squamish Terminals has an immediate opening for an Operations Assistant. This permanent position plays an important support role in the day-to-day operations of the Terminal. Take advantage of this exciting opportunity to be part of a great team focused on building a culture of safety and operational excellence.

### **The Position & Responsibilities**

Reporting to the Operations Manager, this position requires the ability to work independently and demonstrate creative problem solving in a highly demanding environment. Key areas of focus are managing daily manning requirements, foremen dispatch and providing operational support to the Superintendents and Management Team while always promoting a safe work environment.

### **Qualifications & Requirements**

The successful candidate brings a natural, people focused, proactive leadership style and a successful track record in achieving Company goals. Embedding worker safety and performance improvements into Company culture is at the heart of everything you do. The ideal candidate will possess:

- relevant post-secondary education
- in-depth knowledge of MS Office products
- a minimum of 3 years' work experience in a heavy industry environment; marine preferred
- effective communication, problem-solving and interpersonal skills that will support interactions with a wide range of internal and external stakeholders
- labour relations experience and familiarity in working with Collective Agreements
- must be eligible to attain Marine Transportation Security Clearance (MTSC) to be considered for the position.

### **Benefits of working at Squamish Terminals**

- a generous total compensation package which includes extended health & dental benefits, life insurance and RRSP/DPSP pension program
- access to professional development opportunities and funding for career development.
- additional Wellness and Employee & Family Assistance program
- working for a legacy organization that is a significant player in West Coast port operations

### **To Apply**

Please email your resume and cover letter, in confidence, to [hr@westeve.com](mailto:hr@westeve.com). To learn more about our company, vision, mission, culture, and operations, please view our website at [www.sqterminals.com](http://www.sqterminals.com).

*Squamish Terminals is an equal opportunity employer.*