



JOB POSTING

Dock Coordinator

Summary of Job Duties:

- Lead point of contact for all incoming calls or inquiries regarding matters at the Gas Bar or Docking facilities
- Develops training and promotes service standards with all pump attendants
- Completes scheduling for all pump attendants in accordance with policy
- Completes product ordering
- Maintains customer database for docking and transient docking
- Provides communication with all current customers regarding the docking
- Provides direction to the pump attendants regarding maintenance and cleaning of the facility
- Contacts contractors for the maintenance or repair of equipment
- Contacts customers when problems are noticed with their vessel
- Resolves customer issues as they arise
- Oversees all aspects of pump operations and maintenance
- Oversees the scheduling an operation of all requirements for propane operations
- Completes daily reconciliation of all shifts
- Completes payroll requirements
- Performs pump attendant duties when required or to assist during busy periods

Qualifications:

- Must possess GED and good math skills
- Must possess a valid Ontario level 'G' license
- Computer literate with skills in Microsoft products including e-mail
- Excellent communication and interpersonal skills
- Reliable and able to work independently
- Ability to provide leadership skills for the pump attendants and communicate with other departments
- First Aid/CPR certified or ability to be certified
- Propane certification an asset

Classification: Full time (Seasonal)

Closing Date: Tuesday, August 27, 2019

Apply with Resume or Application:

Island View Business Centre, Attention Scott Jacobs
7751 Black River Road, P.O. Box N-16, R.R. #2,
Georgina Island First Nation, Sutton West, Ontario, L0E 1R0
Phone: 705- 513-2533
e-mail: scott.jacobs@islandviewbc.com

**Application Forms are available at the Business Centre Office
Only those that are considered for an interview will be contacted**