



A. HARVEY & CO. LTD

JOB POSTING – TRUCKING COORDINATOR

The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland Company which provides a wide range of services including the Marine Base operation in the Port of St. John's, Harvey Autocarriers, Avalon Customs Brokers, Argentia Freezers and Terminals, Harvey Road Salt and Harvey's Oil Ltd. The Harvey Offshore Marine Base, located in the Port of St. John's, is a key logistical link to the East Coast offshore oil and gas industry.

The Role

The Company currently has an opening for a full time, permanent Trucking Coordinator at the A. Harvey Marine Base.

The role of the Trucking Coordinator responsibilities, which include but are not limited to the following:

- To provide support to Marine Base Logistics operations primarily in an administrative capacity.
- Manage yard radio for backload.
- Utilize Geotab to track trucks and manage priority trucking.
- Plan and organize backload, issue call-off numbers, complete material transfer note to reflect shipment.
- Ensure all dangerous goods paperwork accompanies material transfer note when trucked back to vendors.
- Ensure all backload has left the Marine Base within 48 hours of arrival.
- Complete work permits as required.
- General operations support.
- Answering of the phones.
- Providing support to the Logistics Administration Assistant as required.
- Other duties as assigned.

The Candidate

The ideal candidate will have the following:

- Post-secondary education in business or office administration and/or with relevant work experience.
- Very proficient in the use of the Microsoft Office suite of tools and aptitude for various computer software and other technologies.
- Strong attention to detail.
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner.
- Excellent verbal, written, and interpersonal skills.

- Ability to understand and work with diverse groups of people and clients.
- Teamwork skills that support a team based operation.
- Dependable with proficient attention to detail.
- Comfortable working in an environment with heavy machinery and materials.

If you are interested in this role, please forward an application by June 20th, 2022 to:

**Human Resources Group
A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
Fax: 709-726-8044
Email: humanresources@aharvey.nf.ca
www.aharvey.com**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.