



A. HARVEY & CO. LTD

JOB POSTING – CONTAINER UTILIZATION 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.

Employee Offerings

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 10 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

The Role

The Company currently has an opening for a full time, permanent position in the role of Container Utilization Coordinator at the A. Harvey Marine Base Container Depot located on Sugarloaf Rd.

The role of the Container Utilization Coordinator will have many responsibilities, which include but are not limited to the following:

- Working in conjunction with the Container Coordinator to ensure container orders are filled promptly and efficiently as per client requests.
- Keep in contact with vendors to ensure maximum utilization with minimum downtime of containers.
- Keep in contact with offshore installations following up with container demands and ensuring units are not offshore for longer than required.
- Communicate work instructions to Container Depot staff as required.
- Follow up on idle and backload containers.
- Advise on any container shortages and rental opportunities missed to Manager of Container Operations.
- Source units which are up for inspection.

- Oversee the Sugarloaf Road portion of the Marine Base ISO 9001 quality system.
- 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 and data entry skills;
- 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 provide professional and courteous service in any scenario;
- Ability to understand and work with diverse groups of people and clients;
- Teamwork skills that support a team based operation are essential;
- Dependable with proficient attention to detail and;
- Comfortable working in an environment with heavy machinery and materials.

If you are interested in this role, please forward an application by June 10th, 2024 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.