



A. HARVEY & CO. LTD

JOB POSTING – LOGISTICS ADMINISTRATION & TRUCKING COORDINATOR ASSISTANT (MARINE BASE DIVISION)

The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and A. Harvey Logistics. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

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 has an opening for the role of a full time, permanent Logistics Administration & Trucking Coordinator Assistant located at the A. Harvey Marine Base. This position will be a Monday to Friday role, but if business requirements deem necessary in the future the role could shift to a set rotation schedule.

Providing support to the current Trucking Coordinator and Logistics Administration Assistants the key elements of this role are, but not limited to, the following:

- Administration of cargo movement and tracking through the operations;
- Preparation of all necessary documentation for cargo movements;
- Support the planning, documentation and organization of trucks into and out of the facility;
- Communication with all necessary stakeholders;
- Meet all company performance standards related to Marine Base HSE, Security, and ISO quality system.

Some specific responsibilities of this role include but are not limited to the following:

- Creating Outbound/Inbound manifests in company software system;
- Complete reports for Inbound manifests;
- Investigate all errors on manifests;

- Ensuring all dangerous goods paperwork accompanies all Inbound/Outbound manifests;
- Create necessary alerts in company software system;
- Manage creation of manifests;
- Start vessel deck plans and update as required;
- Sort and manage manifest paperwork;
- Complete necessary vessel paperwork;
- Manage yard radio for backload;
- Plan and organize backload;
- Communicate with outside vendors;
- Ensuring paperwork is completed correctly and is provided to vendors;
- General administrative support as required;
- Other duties as assigned

The Candidate

The Ideal Candidate will possess the following:

- Post-secondary education in Administrative studies (certificate or diploma) with related experience;
- Past logistics experience would be considered an asset;
- Aptitude for computers and other technology;
- Proficiency in computer applications;
- Effective written and oral communication skills;
- Strong attention to detail;
- Data Entry skills;
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner;
- 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;
- Reliable and ability to manage multiple deadlines;
- Ability to work in a repetitive environment;
- Strong analytical skills;
- Proven ability to work in a fast pace environment and utilize superior decision making and leadership skills.

If you are interested in this role, please forward an application by July 7th, 2024 to:

Human Resources Group
A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
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.