



Job Description

There is an immediate opening for a Dispatch Administrative Assistant to join the Dispatch Department. This position reports to the Manager, Dispatch and provides administrative duties and support to the dispatch staff. The Dispatch office is a fast paced, customer service oriented environment conducting the daily dispatch of unionized and casual employees to its member company sites.

Responsibilities

- Respond to queries, issue, maintain, update Port Passes and Transport Canada Security Clearance system, some travel may be required
- Administer the BCMEA Human Resources Information Management systems and maintain updated dispatch information
- Assist the setup of employee website login
- Create various reports, maintain reports and employee records
- Assist during dispatch times, answers calls, takes/enter orders
- Work closely with the Dispatch team as a resource on various projects and initiatives

Skills and Abilities

- Post-secondary education or equivalent combination of education and relevant experience.
- Excellent written, verbal, and interpersonal communication skills.
- Experience in interacting effectively with people at all levels of the organization
- Strong working knowledge of Microsoft Word and Excel programs
- Results oriented with an ability to work well under pressure and without supervision
- Ability to multi-task and prioritize work
- Experience working in a computerized environment with an aptitude to learn
- Professional and pleasant telephone manner
- Demonstrate a strong alignment to customer service at all times

About Us

The British Columbia Maritime Employers Association (BCMEA) is an unaccredited employers association currently consisting of fifty-seven member companies which consists of ship owners, bulk operators, stevedores, general cargo and containers. We're integral to Canada's Pacific Gateway Strategy that links Canada to the rest of the world. This gateway contributes \$12 billion dollars and 130,000 direct and indirect jobs to Canada's economy.

We believe in achieving long term sustainable results by supporting and investing in our employees. In addition to a competitive salary and benefits package, we offer ongoing education and a generous pension.

To apply for this position, please send your resume and cover letter to careers@bcmea.com.

We thank all applicants for their interest; however only those selected for interviews will be contacted. The BCMEA is an equal opportunity employer and welcomes all applicants.