

Pelee Island Transportation Services

Job Opportunity – Operations Assistant

Location: Leamington/Kingsville Terminals

Start date: Monday, April 1, 2022

We are currently seeking a full-time (40 hours a week) Terminal Operations Assistant to join our team. The Operations Assistant is responsible to and reports directly to the Manager of Pelee Island Transportation.

The OSTC works with several stakeholders to achieve operational objectives, including provincial ministries and both provincial and federal regulators. The company offers excellent growth opportunities, benefits package, flexible work schedules, and a trusting environment.

Compensation: \$46,246.98 (under review)

Responsibilities include:

- Handling cash deposits, providing float change for Ticket Agents and ships; auditing of floats.
- Ensuring cooperation between customers and staff.
- Administration of policies and procedures related to the management of the terminals.
- Customer service, handling customer complaints.
- Supporting terminal staff with reservations and reservation systems.
- Maintaining documentation (e.g. ship's stores manifest, freight manifest).
- Complying with all safety and security regulations and procedures.

The ideal person should possess the following:

Education – High School diploma. A College certificate or diploma in a field related to office/business administration or hospitality or similar would be an asset.

At least one year of experience working in an office and customer service environment.

Experience handling cash.

Experience with and knowledge of reservations systems or similar; experience entering and maintaining data on a computerized database.

Experience with and knowledge of POS systems.

Experience with Microsoft Office Suite.

Excellent communication skills with the public.

Knowledge of the marine industry is an asset.

Ability to speak French is an asset.

All resumes are submitted in confidence. Pelee Island Transportation Service is an Equal Opportunity Employer

If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully vaccinated against COVID-19 in accordance with Public Health Guidelines or provide proof of valid medical exemption.

Interested individuals should submit their resumes to:

Paul Mancini, Manager - Pelee Division

500 Erie Street South

Leamington, Ontario N8H 3W1 or email paul.mancini@ontarioferries.com

Closing Date: Friday, March 25/2022