



OPERATIONS CLERK

The Great Lakes Pilotage Authority (GLPA) is a federal Crown corporation established, pursuant to the *Pilotage Act*, in order to provide safe, efficient, reliable and comprehensive marine pilotage and related services in its region of responsibility.

Position Summary:

Reporting to the Chief Operating Officer, the Operations Clerk supports the operations department in performing clerical duties, produce statistics, and maintain various records within the network drive and database systems.

Posting number: GLPA2023-03

Conditions of Employment:

\$31.64/hr

Scheduled for 37.5 hours per week

Group benefits paid for by the employer

Public Service Pension Plan

Full-time, permanent position

Work location the GLPA Head Office in Cornwall Ontario

Primary Responsibilities:

- Maintain and update electronic records of pilotage certificate holders and licensed pilots.
- Analyze and interpret data for inputting results into the Great Lakes Pilotage Management System (certificate and transit records).
- Perform data verifications and initiate follow-ups with Canadian shipping companies and pilots as required.
- Daily assessment of vessels that could be subject to compulsory pilotage. Keep fully aware of all vessel's companies operating on the Great Lakes.
- Format Word and Excel documents for mail merges and communication.
- Maintain and update records related to the Great Lakes Marine Pilotage Certificate Training Programs.
- Maintain an updated inventory of the safety equipment and personal protection equipment distributed to pilots.
- Interpret and input statistical information for producing various reports.
- Analyze and interpret pilot roster schedules.
- Maintain the expertise records for all pilots including simulation training.
- Provide support to the Chief Operating Officer with regards to the Apprentice pilot training program manual, tools and exams files.



Great Lakes
Pilotage
Authority

Administration
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- Maintain and coordinate the Portable Pilotage Units hardware inventory and set-up the pilots iPads.
- Coordinate incoming and outgoing mail.
- Provide support for the operations personnel as required

Qualifications:

To qualify, candidates must:

- Possess a secondary school diploma.
- Have experience in a clerical role.
- Ability to organize, multitask, prioritize, and work independently.
- Ability to work under pressure.
- Proficient in the use of MS Office application programs: MS Word, Excel, Outlook, Teams and Power Point.
- Knowledge and experience in using database system(s).
- Excellent verbal and written communications skills in both official languages.

Preferred:

- A post-secondary diploma in Business Administration, Accounting, Human Resources or a related field.

The GLPA is committed to building a skilled and diverse workplace reflective of Canadian society. We treat all employees and job applicants fairly and with dignity and respect. The GLPA uses an individual's qualifications, skills and achievements as the basis for employment-related decisions, including hiring, promotions, compensation, benefits and conditions of employment. We promote employment equity and encourage you to complete the Self-declaration Form if you belong to one of the designated groups when you apply (Aboriginal peoples, members of visible minorities, persons with disabilities, women).

The self-declaration form is available on our website at: <http://www.glpa-apgl.com/about/careers/>

All interested applicants should forward their resumes in confidence, to:

Great Lakes Pilotage Authority

202 Pitt Street, 2nd Floor

P.O. Box 95

Cornwall, Ontario

K6H 5R9

Attention: Human Resources

By email at - humanresources@glpa-apgl.com

(Only candidates selected for an interview will be contacted.)