



Are you an energetic, team oriented individual who has an outgoing personality and enjoys working outdoors and meeting new people?

The Port Alberni Port Authority (PAPA) has been approved for funding under the Canada Summer Jobs Grant and invites applications for **Seasonal Marina Attendants** working at Clutesi Haven Marina, Harbour Quay Marina, Fishermen's Harbour and Dock+.

Applicants must be between the ages of 17 and 30 years of age at the start of employment, a Canadian citizen, permanent resident and legally entitled to work in Canada. These positions are well suited to individuals who enjoy working in a dynamic, fast paced, team oriented environment.

The Port Alberni Port Authority offers a starting wage of \$16.20. Successful candidates are eligible to apply for the Port Alberni Port Authority Annual Gillian Trumper Memorial Bursary.

Seasonal Marina Attendant duties may include, but are not limited to:

- | <u>Office Duties</u>  | <u>General Duties</u>  | <u>Janitorial Duties</u>  |
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| <ul style="list-style-type: none"><li>• Answering calls</li><li>• Making reservations</li><li>• Processing payments</li><li>• Collecting fees and doing cash outs</li><li>• Registering customers</li></ul> | <ul style="list-style-type: none"><li>• Assisting with launching vessels &amp; moorage</li><li>• Fuel Dock services, Salt Ice Sales</li><li>• Campground and dock checks</li><li>• Minor ground and dock maintenance</li></ul> | <ul style="list-style-type: none"><li>• Regular sanitising</li><li>• Cleaning common areas and public washrooms</li><li>• Garbage Pick-up and Removal</li></ul> |

The following Skills and Qualities are considered assets:

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| <ul style="list-style-type: none"><li>• Use of power equipment such as pressure washers, lawn mowers and weed eaters</li><li>• Cash handling experience, office &amp; computer skills</li><li>• General knowledge of the marine industry, the Alberni Inlet or Port Authority facilities</li></ul> | <ul style="list-style-type: none"><li>• Friendly and outgoing</li><li>• Team oriented</li><li>• Customer service oriented</li><li>• Ability to be professional in public interactions</li><li>• Able to work with minimal supervision</li><li>• Able to work early mornings, evenings, weekends, and holidays</li></ul> |
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A valid Driver's License and transportation is an asset

Applications must include a cover letter, resume and three (3) references. Applications must be received by 4:00 p.m., Friday, June 10th, 2022 and be emailed to: [lscherbarth@papa-appa.ca](mailto:lscherbarth@papa-appa.ca) or addressed to:

**Port Alberni Port Authority**  
**Attention: Lisa Scherbarth, Manager Administration & Properties**  
**2750 Harbour Rd,**  
**Port Alberni, BC V9Y7X2**