



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) is offering positions for **Seasonal Marina and Facilities Attendants** from March 1st to September 30th to work at China Creek Campground, Fishermen's Harbour and Alberni Ice House.

These positions are well suited to youths, semi-retired individuals and those who enjoy working in a dynamic, fast paced, team-oriented environment.

The Port Alberni Port Authority offers a wage range of \$17.85/hr to \$19.85/ hr. Successful candidates are eligible to apply for the Port Alberni Port Authority Annual Gillian Trumper Memorial Bursary which awards the successful candidate a \$3500 Educational Bursary.

Seasonal Marina Attendant roles include, housekeepers, groundskeepers and other general duties which may include but are not limited to:

Office Duties

- Answering calls
- Making reservations
- Processing payments
- Collecting fees and doing cash outs
- Registering customers

Other Duties

- Assisting with launching vessels & moorage
- General grounds & dock maintenance
- Fuel Dock services
- Painting & pressure washing
- Ice House labour and sales

Janitorial Duties

- Regular sanitising
- Cleaning common areas and public washrooms
- Garbage Pick-up and Removal

The following Skills and Qualities are considered assets:

- General maintenance and repair
- Use of power equipment such as pressure washers, lawn mowers and weed eaters
- Cash handling experience, office & computer skills
- General knowledge of the marine industry, the Alberni Inlet or Port Authority facilities
- Friendly and outgoing
- Team oriented
- Customer service oriented
- Ability to be professional in public interactions
- Able to work with minimal supervision
- Able to work early mornings, evenings, weekends, and holidays

*A valid Driver's License and transportation is an asset and required for positions at China Creek Campground
For the detailed Job Description click here: <https://papa-appa.ca/opportunities/employment-opportunities/>

Applications must include a cover letter, resume and (2) references.

Email applications to Human Resources @ careers@papa-appa.ca or by mail, addressed to:

Port Alberni Port Authority
Attention: Human Resources
2750 Harbour Rd
Port Alberni, BC V9Y7X2

Please note that only those candidates selected for an interview will be contacted.