



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 Marina and Campground, in town marinas, and our Dock+ / 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 starting wage of \$17.75 per hour, and higher for returning seasonal employees. 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 duties include, but are not limited to:

- | <u>Office Duties</u> | <u>Other Duties</u> | <u>Janitorial Duties</u> |
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| <ul style="list-style-type: none">• Answering calls• Making reservations• Processing payments• Collecting fees and doing cash outs• Registering customers | <ul style="list-style-type: none">• Assisting with launching vessels & moorage• General grounds & dock maintenance• Fuel Dock services• Painting & pressure washing• Ice House labour and sales | <ul style="list-style-type: none">• Regular sanitising• Cleaning common areas and public washrooms• Garbage Pick-up and Removal |

The following Skills and Qualities are considered assets:

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| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |
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*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.