



Electronic Monitoring Video Viewer/Office Assistant

Groundfish Monitoring Programs

Port Hardy, BC

Archipelago Marine Research Ltd. is a world leader in the design and implementation of commercial fishery data collection systems. We are a private company with a head office in Victoria, B.C. and three regional offices throughout coastal B.C. Archipelago maintains a staff of 150+ employees, including biologists, technicians, administrative and information technology staff, and fisheries observers. Archipelago is seeking an organized and motivated individual to assist with the delivery of its groundfish monitoring programs in Port Hardy, BC.

DUTIES

- View predetermined imagery for trips made by fishing vessels with EM units onboard
- Identify and record groundfish species being caught by fishing vessels on a hook by hook basis
- Record your findings electronically and provide feedback to the appropriate staff
- Ship, receive, scrub and archive hard drives as needed
- Maintain hard drive inventory in port and communicate with the Victoria office on a regular basis
- Fax/scan paperwork as needed to the Victoria office
- Greet clients and direct them to the appropriate person
- Answer and direct incoming phone calls
- Ensure office is clean and organized

REQUIRED SKILLS

- Highly self-motivated with strong organizational skills
- Ability to work flexible schedules including irregular hours, evenings and weekends
- Ability to work independently, follow procedures, and meet strict timelines
- Ability to identify commercially important marine species an asset
- Must obtain Fisheries Observer Certification through Fisheries and Oceans, Canada*. This required certification training is provided to successful candidates in our 2-week training course.
- Ability to meet the Government of Canada's security clearance "Enhanced Reliability – Level 1"
- Ability to travel within Canada and the US
- High school graduation as a minimum. Knowledge of the fishing industry is an asset.
- Valid BC Drivers Licence with a reliable vehicle.
- Physically fit to climb ladders to board fishing vessels

* Fisheries Act and Fisheries (General) Regulations state that a person who owns, operates, manages, or is an employee of an enterprise that catches, cultures, processes or transports fish can not be certified as a Fisheries Observer.

TERMS OF EMPLOYMENT

- Competitive wages starting at \$16.56/hour with a guaranteed minimum 4-hour callout on all days worked.
- The work is primarily in Port Hardy, but can also occur in other locations. Ability to travel to other fish landing ports is desirable.

TO APPLY:

Email: hr@archipelago.ca

Fax: (250) 383-0103

Application Deadline: January 20, 2017

Note: Interviews may be conducted throughout the posting period and the position may be filled prior to the closing date.