

## Assistant Port Supervisor Fisheries Monitoring Programs Port Hardy, BC

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Archipelago Marine Research Ltd. (AMR) 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. AMR is seeking an organized and motivated individual to work with the local port supervisor to assist with the delivery of its monitoring programs in the Port Hardy and north island region. Hours of work can be irregular with weekend and evening work required. Compensation will be commensurate with experience.

### DUTIES

- Perform certified dockside monitoring and electronic monitoring field services work in Port Hardy and the north island region;
- Help to schedule and deploy staff for dockside and electronic monitoring work in the Port Hardy and north island region;
- Assist with recruitment, hiring and training of dockside and electronic monitoring staff;
- Provide regional administrative assistance to Archipelago's fishery monitoring programs. Provide technical support by performing data entry and data verification.
- Regularly meet with the port supervisors and staff to exchange information and to discuss issues affecting the office;
- Serve as a point of contact concerning the activities of the office;
- Acts as port supervisor back up during vacation coverages.

### REQUIRED SKILLS

- Strong communication skills and interpersonal skills;
- Highly self-motivated with strong attention to detail;
- Ability to work flexible schedules including irregular hours;
- Demonstrated ability to provide leadership and work well with others;
- Previous experience scheduling and supervising staff;
- Physically fit to lift baskets of fish and climb ladders to board fishing vessels;
- Ability to prioritize and organize own workload in an effective manner, while working within broad guidelines;
- A demonstrated ability to work under own initiative without direction;
- Electronic monitoring work requires mechanical aptitude, experience with hand tools and basic understanding of electrical circuits;
- Ability to work independently, follow procedures, and meet strict timelines;
- Must be computer savvy and be comfortable navigating through various applications simultaneously;
- Knowledge of the fishing industry and ability to identify commercially important marine species an asset;
- Post Secondary education in a related field.

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#### **TERMS OF EMPLOYMENT**

- 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.
- The successful candidate will need to provide a criminal record check to be certified as a Fisheries Observer as required by Fisheries and Oceans, Canada;
- Must have a valid BC driver's license and a reliable means of transportation for work in the Port Hardy and north island region;
- Ability to travel within Canada and the US.

\* 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.

#### **TO APPLY:**

**Email or fax your resume to:**  
**Fax: (250) 383-0103**  
**or email it to [hr@archipelago.ca](mailto:hr@archipelago.ca)**

**Application Deadline: February 7, 2018**

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