

Ocean Pacific Marine is the most comprehensive marine store and boatyard on Northern Vancouver Island. Serviced by a 110ton Marine Travelift, Ocean Pacific Marine has been providing parts and service to recreational boaters and commercial vessels in the Campbell River area since 1985. Boatyard projects vary in scope from local recreational & commercial vessels to Department of National Defense & Government of Canada vessels including Coast Guard & RCMP.

We are currently recruiting for a **Jr. Project Manager**. The ideal candidate is knowledgeable about marine refit & repair and keen to transition their skill set into project management. Come join our dedicated & enthusiastic team as we continue to grow this thriving business.

Responsibilities:

- Work directly with clients and tradespeople to define, estimate & execute projects of varying scope and size
- Communicating project schedules directly with the client, updating as the project scope evolves
- Reporting on found deficiencies and submitting updated cost quotes to clients
- Ensure all project and contract requirements are fulfilled in the required sequence with the required deliverables
- Communicating project purchasing needs to purchasing department
- Leading the project team and hosting project meetings with crew, management and clients on a regular basis
- Leading the project team in resolving project related challenges and non-conformities
- Performing the final review of projects including vessel checks focusing on quality assurance deliverables
- Performing project administration duties such as document control, project tracking & invoicing
- Ensuring all project activities are carried out in line with safety, quality & environmental standards

Qualifications, Knowledge & Skills:

- Working knowledge of boats and related marine systems.
- High level of competence with Microsoft Office Applications (excel, word, outlook)
- Excellent technical writing skills
- Excellent communication skills
- Knowledge of steel & aluminum repair and fabrication
- Knowledge of marine mechanical applications
- Knowledge of fiberglass & composite repair and fabrication

This is a full-time position with a competitive wage and benefits package

www.oceanpacificmarine.com

Send resume to laurak@oceanpacificmarine.com

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