



Gladstone Ports Corporation

Growth, Prosperity, Community.

Marina Administration Officer – COM1045/0317

Gladstone Ports Corporation is actively seeking applications from suitable candidates for the role of Marina Administration Officer. The role provides a customer focussed service incorporating clerical, administrative and marine support to the Marina Office including monitoring and coordination of private and commercial small craft movements within the Corporation’s control ensuring the swift and accurate processing of all related documentation together with associated general office procedures.

The successful candidate will be able to demonstrate experience in the following **key selection criteria** relevant to the role:

1. Administrative skills	<ul style="list-style-type: none"> • Provide a customer focussed service incorporating administrative support by assisting in data entry, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, minutes, maintaining files, receiving visitors, and responding to phone requests. • The ability to proactively coordinate work schedules to achieve group goals, determining priorities and allocation of time and resources effectively. • The ability to use computer systems and related office technology proficiently. Intermediate to Advanced level of proficiency in MS Office suite.
2. Communication	<ul style="list-style-type: none"> • Demonstrated ability to communicate with all levels of management, internal and external candidates, as well as external providers. • Key focus is on relationship building and customer service.
3. Marina operations	<ul style="list-style-type: none"> • Understands the importance of effective operations of the marina for GPC. • Understands and applies vessel and berth management guidelines. • Understands maritime terminology for vessels. • Experience with berthing vessels within a marina environment. • Experience in or with a marina electronic arrival and departure booking and accounting program e.g. Pacsoft.
4. Pollution understanding and management	<ul style="list-style-type: none"> • Demonstrates knowledge of oil pollution regulations. • Demonstrates knowledge of Queensland and Australian Authorities / Organisations who are responsible for pollution control in our water ways.

It is **essential** for the successful applicant to hold a C Class Drivers Licence and have the ability to obtain Long Range Operator Certificate of Proficiency or Short Range Operator Certificate of Proficiency or Australian Water Qualification (or previous equivalent). Further, it would be desirable for the successful applicant to have Shipboard Safety Skill Set qualification (previously Elements of Shipboard Safety).

The successful candidate should be self-motivated, have the ability to work unsupervised and within a team environment with excellent problem-solving skills.

Failure to provide a written response to the key selection criteria listed above, will result in your application being unsuccessful.

Confidential enquiries may be made by contacting the Employment Officer on (07) 4976 1686. Applications are to be received prior to **4:00pm, Friday 23 June 2017** and can be submitted via www.gpcl.com.au/careers.