



OceanWorks International in Burnaby, Canada, has an immediate opening for an **Operations Coordinator**.

OceanWorks International is a privately held subsea technology company that specializes in manned and unmanned subsea work systems and engineering/fabrication services for key international marine industries including International Military, Scientific, and Renewable Energy markets. Our Burnaby operation is focused on the design, assembly and testing of subsea technical solutions.

BASIC JOB DESCRIPTION:

The Operations Coordinator will coordinate activities, processes and projects to support overall team objectives.

MAJOR RESPONSIBILITIES:

- Working within the Operations Team – Project Management, Spares, Engineering, Production & Supply Chain to assist in developing the planning and prioritizing of all company operations.
- Working within the Operation Team to close Production work orders.
- Assist in the coordination of the operations team or groups, via meetings, planning and communication within the groups.
- Submittal of data transmittals to customers, filing of data transmittal responses and notification of appropriate personnel.
- Prepare project openings and project closings.
- Provide document preparation, editing and formatting support for various departments within the Operations teams
- Assist with departmental metrics, such as the preparation of reports and project plans
- Assist in setting up meetings and distribute meeting materials
- Participate in any required team meetings, including preparation of required documentation.
- Suggest improvements in operational procedures to enhance efficiency
- Assess the effects of changing circumstances and assist in the development of strategies which will minimally influence other departments
- Organize travel and logistics for offsite work, when required
- Other duties or tasks as required within the Operation teams daily requirements.

WORKING CONDITIONS:

- Office environment
- Mechanical and electrical manufacturing, assembly and testing with exposure to typical workshop conditions.
- Wearing of personal protective equipment per company policy and procedures, when required

QUALIFICATIONS / REQUIREMENTS:

Education:

- Minimum of a high-school diploma. Post-secondary education in business administration and/or project management is considered an asset
- Experience as a project accountant, projects administrator/assistant desirable

Required Training/Experience:

- Administrative experiences preferably in an engineering/production environment

Required Knowledge, Skills and Abilities:

- Advanced knowledge of Microsoft Office (Excel, Word, PowerPoint)
- MS Project knowledge
- Effective and professional verbal and written communication and presentation skills
- Strong analytical, problem-solving and organizational skills
- High level of accuracy and attention to detail
- Demonstrated ability to exercise initiative, sound judgment, discretion and tact
- Strong ability to multitask competing priorities and working under tight timelines
- Commitment to supporting a team-focused environment
- Ability to establish and maintain effective working relationships
- Adaptable to changing circumstances in a business environment
- Strong organizational skills
- Self-motivated

Security Clearance:

Employees must be able to work in an environment governed by the Controlled Goods Program of Canada, and therefore a criminal record check may be required for all new employees. Information can be provided upon request.

If this opportunity appeals to you, then please send your cover letter and resume to us. Please quote "**Operations Coordinator**" in the email subject line. Please outline in your cover letter how your knowledge, skills and abilities match the requirements of this position. Please also let us know the reasons for your interest in working at Oceanworks.

We thank all candidates for their interest; however, only candidates selected for an interview will be contacted. We politely request no telephone calls please.

OceanWorks offers a competitive compensation package with an excellent benefits package. Our team is made up of self-motivated, innovative individuals who thrive on challenge. We are always looking for talented, success-oriented people to join our team. We embrace an open work environment where you can express your ideas. We cultivate teamwork and cooperation. If you are creative and would like to join our team, we would love to hear from you.

If you would like to receive more information about our company, please visit our website at www.oceanworks.com.