



Safer Ocean Systems Ltd.

Marine Training and Consulting

Job Opening: Administrative Assistant

Application Deadline: January 23, 2025.

Job Start Date: Monday, January 27th, 2025

About Us:

Safer Ocean Systems is a Transport Canada-approved Maritime Training Institute. We are seeking a dedicated and organized Administrative Assistant to join our team. We offer a supportive work environment, competitive wages, and a commitment to employee well-being.

At Safer Ocean Systems, we provide a wide range of courses and certifications required for careers in the maritime industry. Our training courses cater to a wide range of clients/students, from entry-level crew members or deckhands to company-specific training and all the way up to senior ship officers and captains. Our customers range from individual mariners to larger organizations, including BC Ferries, WCMRC, LaFarge, Prince of Whales, and many more. We pride ourselves on our commitment to excellence, friendly and helpful customer support, and the best maritime training courses on the West Coast.

Job Responsibilities:

- **Customer Service:** Assist prospective students and customers in booking courses and training programs.
- **Front Desk Operations:** Welcome guests, direct students to the correct classrooms, and manage reception duties.
- **Enrollment Assistance:** Enroll students in our in-person and online courses, assist with accessing online materials, and create user accounts.
- **Database Management:** Keep the student database updated and input data after each course/program.
- **Mail-Outs:** Prepare packages for online courses and certificates.
- **General Support:** Assist other office and admin staff with duties and errands, including minor cleaning and campus organization.
- **Errands:** Run errands such as picking up textbooks from printers and dropping off packages at the post office.



Safer Ocean Systems Ltd.

Marine Training and Consulting

What We Are Looking For:

- **Technical Skills:** Proficiency in MS Outlook, Zoom, MS Word, MS Excel, Adobe Acrobat, and other business programs. Knowledge of Moodle or other LMS is an asset.
- **Attention to Detail:** Strong attention to detail and organizational skills.
- **Customer Service:** Excellent customer service skills, with a willingness to go the extra mile.
- **Self-Motivation:** Ability to prioritize tasks and work independently.
- **Interest in Maritime Industry:** Knowledge about or interest in the boating and marine industry is a plus.
- **Driver's License:** Must have a valid driver's license.

Compensation and Benefits:

- **Hourly Wage:** Starting at \$20.00 per hour, with increases after a successful probationary period. Wage is negotiable based on experience.
- **Additional Reimbursement:** Annual pay increases, bonus pay based on business level and individual accomplishments, and overtime pay when required.
- **Benefits Plan:** Health and Wellness spending account.

Work Schedule and Location:

- **Schedule:** Monday to Friday, usually 8:00 am – 4:30 pm.
- **Location:** 711 Polar St., Nanaimo, BC. Must be able to commute reliably. Remote work is possible on occasion.

Why Join Us?

- **Supportive Environment:** We foster a team-oriented culture where every member is valued and supported.
- **Career Opportunities:** Safer Ocean Systems is a locally owned business that has operated since 2010. The maritime industry is growing in BC, and our company is also experiencing significant growth. We are seeking someone ready to start a long-term career with opportunities to advance within the company.



Safer Ocean Systems Ltd.

Marine Training and Consulting

- **Community Impact:** Join a team that prides itself on seeing our students succeed and contributes to the overall safety and success of the maritime industry.

How to Apply:

Please send your resume and cover letter to Ryan Masson, President & Majority Owner, at ryan@saferoceans.com

Application Deadline:

January 23, 2025.

We look forward to hearing from you!

Ryan Masson

Safer Ocean Systems Ltd.
Marine Training & Consulting
www.saferoceans.com
ryan@saferoceans.com
Cell: 250-713-3304
Office: 250-668-9145

Follow us on [Facebook](#) & [Instagram](#)

