

# TOWN LOGISTICS COORDINATOR



The Town Logistics role is an imperative part of Nimmo Bay's day to day operations. Based out of Port McNeill/Port Hardy, the Town Logistics Coordinator works offsite and acts as our primary point of contact in town, in the way of day to day operations.

The Town Logistics Coordinator is responsible for a wide variety of duties which include the following:

- Works closely with the onsite office team to organize and arrange a wide variety of logistics related to Nimmo Bay's operations.
- Is responsible for a large portion of the weekly procurement for the Resort, as well as assisting in transferring co-workers by motor vehicle.
- Acts as a primary point of contact for many of the third party companies Nimmo Bay works closely with.
- Supervises and systematizes the shipping and receiving of freight travelling into and out of Nimmo Bay.
- Provides local transportation for Nimmo Bay's team members (as well as guests on occasion) between team parking areas and staff crew boats.

## SUCCESSFUL APPLICANTS WILL DEMONSTRATE THE FOLLOWING QUALIFICATIONS:

- Advanced organizational and communication skills.
- Advanced time management skills.
- Advanced follow through.
- Valid class 5 driver's license and advanced driving skills.
- Experience driving with a trailer attached to a vehicle.
- SVOP is considered an asset.
- Ability to legally purchase alcohol.

### **Diversity & Inclusion statement:**

We value our coastal relationships and we prioritize hiring neighbours from the surrounding indigenous communities where Nimmo Bay operates. If you are a local indigenous community member interested in applying, please feel welcome to connect with us directly and we'd love to hear from you.