



## GREAT LAKES PILOTAGE AUTHORITY

The Great Lakes Pilotage Authority (GLPA) is a federal Crown corporation established, pursuant to the *Pilotage Act*, in order to provide safe, efficient, reliable and comprehensive marine pilotage and related services in its region of responsibility. The role and objectives of the GLPA are to establish, operate, maintain and administer, in the interest of safety, efficient comprehensive marine pilotage and related services within its geographical boundaries, pursuant to the *Pilotage Act*.

**POSITION TITLE:** Pilotage Certification Administration Clerk

**POSTING NUMBER:** GLPA2022-01

**DESCRIPTION:** Under the authority of the Chief Operations Officer, and subsequently the Operations Analyst, the Pilotage Certification Administrative Clerk will be performing clerical and data management duties pertaining to the GLPA's Pilotage Certification Program.

### APPLICANT PREFERENCE:

A post-secondary student seeking summer employment between May 2<sup>nd</sup>, 2022 – August 26<sup>th</sup>, 2022 (17 Weeks).

**SALARY:** \$17.60

### QUALIFICATIONS:

To qualify candidates must have:

- Proficiency with MS Office application programs, specifically: MS Word, Excel, Outlook, and Power Point.
- Ability to organize, multitask, prioritize and work independently
- Ability to analyze, interpret data and input information
- Adapt quickly to changing priorities
- Ability to communicate in both English and French (written and verbal)

### DUTIES AND RESPONSIBILITIES:

- Review pilotage certification training records and input data into respective database forums.
- Scan and log a variety of Certification Program files.
- Analyze and interpret data for input into various documents.
- Format word and excel documents for mail merges and communication.
- Interpret and input statistical information for producing various reports relating to the Pilotage Certification program.
- Generate database driven reports and summarize information for review and approval.

### Work conditions and hours of work:

- 37.5 hours per week from Monday to Friday
- The incumbent will be required to work at the GLPA's head office 202 Pitt St, Cornwall Ontario. Should office access be restricted due to Covid-19, the incumbent will be required to work from home.

To apply, candidates should send their resume to [humanresources@glpa-apgl.com](mailto:humanresources@glpa-apgl.com) by April 15, 2022.

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