



## Marine Operations Assistant (Full Time Role)

With a strong commercial mandate, Shannon Foynes Port Company has statutory jurisdiction over all marine activities on the Shannon Estuary – Ireland’s largest portal area. Due to the continued growth of the business the Company has a vacancy for a Marine Operations Assistant, who will work as part of the wider Port Services Team.

Reporting directly to the Harbour Master and based at SFPC offices in Foynes, the Marine Operations Assistant will be an effective communicator and organiser. They will be comfortable with receiving and disseminating information to multiple Stakeholders. While the appointment will largely be office based, there will be a requirement to operate as part of a 24/7 after-hours duty roster. There will also be a requirement to attend at jetties, including 3<sup>rd</sup> party facilities. For Candidates without suitable marine experience, training will be provided in order to fulfil this element of the role.

### Key Duties will include:

- Scheduling daily shipping moves across all facilities on the Estuary. This includes the assignment of berths and the coordination of support services including lines, pilots, pilot boat etc.
- Scheduling the provision of cargo handling equipment at SFPC facilities and coordinating the availability to Agents, Stevedores and SFPC personnel.
- Coordination of Access Control system, including liaising with Port Users and transport providers.
- Communicate with Statutory Bodies including the Department of Transport, Coast Guard, Irish Lights.
- Maintenance of any routines in relation to CMMS and Risk Register.
- Compile and present reports and statistics.

### Requirements:

- Have an appropriate 3<sup>rd</sup> level qualification and/or extensive experience in working in an office environment.
- Be proficient in O365 applications.
- Demonstrate an ability to communicate effectively.
- Proficiency in ERP type systems would be advantageous.
- While marine related experience would be advantageous, it is not essential.
- Willing to learn and contribute to a small team environment.

### Benefits:

- Competitive Salary
- Pension Fund & Associated Risk Benefits
- Company Mobile Phone
- Health Screening
- Discretionary Sick Pay Scheme
- On Site Parking

Applications including a full CV must be sent by email only to [amoran@sfpc.ie](mailto:amoran@sfpc.ie) ,to be received on/before Monday the 08<sup>th</sup> April 2024 . Canvassing will disqualify.

All applicants require existing EU working entitlement and a full EU driver’s license.

For further information on this position and Shannon Foynes Port Company see our website [www.sfpc.ie](http://www.sfpc.ie)

**Shannon Foynes Port Company is an Equal Opportunities Employer**