



## 🚢 JOB OFFER

Port Operations Coordinator

Kahnawake Mohawk Stevedore (KMS)

Kahnawake Mohawk Stevedore (KMS) is a company specialized in port labor and operations. As part of the development of its activities, KMS is currently seeking a Port Operations Coordinator to support the day-to-day management of terminal operations.

### MAIN RESPONSIBILITIES

- Ensure the smooth operation of the terminal
- Oversee receiving and shipping operations for all incoming and outgoing cargo at the terminal;
- Work closely with dock and vessel superintendents to ensure efficient loading and unloading operations;
- Accurately complete operational logs related to weighing, measuring, sorting, modification, cleaning, covering, and cargo handling, and forward the required information to the appropriate internal contacts;
- Optimize the use of dock and warehouse space based on vessel loading and unloading plans to maximize productivity.
- Project and documentation management
- File and archive completed projects;

- Organize information in a structured manner to ensure quick and efficient access for authorized users;
- Perform any other related duties associated with the position.

#### REQUIRED QUALIFICATIONS AND SKILLS

- High school diploma or diploma in transportation or logistics management;
- Proficiency with computer tools, including MS Office 365;
- Ability to understand and complete operational and administrative reports related to port activities;
- Ability to represent the organization professionally with partners and suppliers;
- Relevant experience in industrial, transportation, or logistics environments (considered a strong asset);
- Bilingualism in French and English, both spoken and written.

#### PROFILE SOUGHT

The ideal candidate is highly organized, energetic, and professional, with a strong attention to detail. They adopt a methodical and structured approach that ensures accuracy and reliability at every stage of operations.

They demonstrate sound judgment and maintain respectful and effective working relationships with employees, subcontractors, and partners. Their communication style is clear, transparent, and collaborative, contributing to a structured and efficient work environment.

Guided by strong values of integrity, ethics, and professionalism, the incumbent actively contributes to a high-quality operational culture and supports continuous improvement within the organization.

#### CONDITIONS

Compensation: to be discussed based on experience

Dynamic port work environment

Key operational role within the organization

#### HOW TO APPLY

Please submit your resume to:

✉ [Linda@kahnawakems.com](mailto:Linda@kahnawakems.com)