

With roots dating back to 1903, the Bermuda Institute of Ocean Sciences (BIOS) is a world class marine science research and education institute, Bermuda's source for environmental education and a global training centre for young scientists...**BIOS is committed to ocean science for human good.**

BIOS is a U.S. incorporated 501(c)(3) not-for-profit research and education institute employing a multi-national staff of approximately 100 people. BIOS operates RV *Atlantic Explorer* which functions as a sea-going laboratory supporting faculty and scientists from BIOS and other institutions and agencies. Information on BIOS can be found at [www.bios.edu](http://www.bios.edu).

## Marine Operations Coordinator

BIOS seeks a suitably qualified, experienced, self-directed and flexible individual to carry out the functions of the above position, as follows:

### **Responsibilities and duties include, but are not limited to:**

1. Provide support to the Marine Superintendent to ensure efficient running of the Marine Department; anticipate, research and analyze issues having the potential to impact the efficient and effective operation of the vessel and shipboard scientific operations and offer solutions designed to negate or mediate those issues.
2. Responsible for coordination of all personnel and logistics support of Marine Operations including; management and coordination of all crew personnel issues with particular sensitivity to cultural differences; includes, but not limited to, crew scheduling, travel, time sheets, government documentation and pay; also purchasing, shipping and resolution of issues impacting operational schedules.
3. Liaise with resident and visiting scientists and researchers to support their scientific goals and foster mutually successful relationships.
4. Management of official documentation required for the safe and compliant operation of the marine vessel and crew, including the regulatory requirements of the International Maritime Organization, U.S. Coast Guard, American Bureau of Shipping and U.S. Customs and Border Protection.
5. Support the submission and management of annual funding proposals to the U.S. National Science Foundation.
6. Assist with planning, preparation, logistics and coordination for annual shipyard visits to the U.S. and semi-annual inspections by U.S. regulatory agencies.

### **Key Skills, Experience and Attributes:**

1. Minimum of 3 years experience in an administrative and/or supervisory position within an academic or research institution. Previous military or maritime operational experience preferred.
2. Experience with preparation and submission of research proposals, including data compilation, technical writing and budget preparation.
3. Experience in all aspects of personnel and logistics support.
4. Excellent oral communication skills with a strong command of English language, grammar and writing conventions.
5. Strong analytical, organizational, problem solving and time management skills with demonstrated ability to evaluate, plan, implement, and self direct particularly in the absence of supervision.
6. Strong computer skills with proficiency in Word and Excel; knowledge of web-based communications.
7. Knowledge and experience of accounting procedures.
8. Ability to foster cooperative and collaborative relationships with management, service suppliers, ship's personnel, scientists and researchers including individuals of diverse cultures and academic backgrounds.
9. Ability to successfully prioritize and manage multiple responsibilities and tasks under emergency or urgent circumstances.
10. Class 3 Driver's License; licensed to drive light truck with standard transmission.
11. Available for some on-call and weekend work.

BIOS offers a competitive package in a stimulating and challenging work environment. **First preference will be given to Bermudians and their spouses.**

**No agencies please.** Qualified candidates should submit a detailed cover letter, resume/CV, 3 employment references and salary requirements to: HR Officer, The Bermuda Institute of Ocean Sciences (BIOS), 17 Biological Station, St. George's GE01, Bermuda; email: [HR@bios.edu](mailto:HR@bios.edu) and fax: (441) 297-2222. **Closing Date: 23 August 2013**

*BIOS is an equal opportunity employer in a drug-free workplace and learning environment*