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TRANSPORTATION CO-ORDINATORS

(Seasonal Contract Position) April 1, 2018 - December 31, 2020

West End Development Corporation is seeking 3 seasonal and 1 on-call Transportation Co-ordinator. The successful candidates will work under the direction of the Facilities Manager.

Position Duties:

- Assist with coordinating and organizing ground and seaborne transportation services at the Cruise Ship Terminals and the Ground Transportation Area (GTA) in Dockyard
- Liaise with the departments of Public Transport, Marine & Ports, TCD and external agencies (including shipping agents) to ensure efficient daily transportation operations are provided
- Liaise with the respective dispatching companies to get taxis/minibuses, etc. organized for availability at the respective ports of entry
- Respond to inquiries and requests for information; recommend resolutions to transportation service issues and concerns
- Participate in development and implementation of policies and procedures relating to public transportation and alternative forms of transportation
- Represent WEDCO on transportation matters
- Document issues, problems or disputes that may arise amongst transportation service providers
- Meet monthly with WEDCO and provide transportation performance and improvement reports

Position Requirements:

- A minimum of 3 years' experience in the Hospitality and Transportation Industry with 1 year in a Management capacity
- CTA Trained
- Ability to make decisions and work under pressure with minimal supervision
- Excellent verbal and written communication skills
- Strong work ethic and sound experience in conflict resolution

As this is a contract position; any and all taxes (i.e. Health Insurance, Social Insurance, Payroll Taxes and Pension Contributions) shall be paid by the contractor.

Written applications with cover letter, curriculum vitae and references marked "Private & Confidential" should be forwarded via email to ctucker@wedco.bm or delivered to Facilities Manager, West End Development Corporation, P.O. Box MA 415, Mangrove Bay, Sandy's MA BX.

Closing date for applications:

4:00pm on Friday, January 26, 2018