

## Summer Student Opportunity

### Supply Chain Management Department

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada. We are currently looking for a Supply Chain Management student to work with our Supply Chain team, located in North Sydney, NS during the summer of 2023 (May – August)!

The Supply Chain Management department supports all Marine Atlantic's service and materials requirements. It has two warehouse facilities, one located in North Sydney, NS and the second located in Port Aux Basques, NL. The warehouses support the material requirements, logistics, capital asset storage, repair, and disposition activities along with long term storage needs for the organization. Inventories include vessel spare parts, shore maintenance spare parts, chemicals, janitorial supplies, and a range of MRO supplies that are stored on its vessels and shore warehouse facilities.

#### Position responsibilities include:

- Company log re-structure – moving of files from one folder to the next
- Support and conduct Supply Chain Analytics
- Capture data on Marine Atlantic's disposition, update Inventory Disposition application and forward and submit approved dispositions to Marine Atlantic approved auction site – GC Surplus
- Analyze Marine Atlantic's inventory for consumable items to support align with Operations ERP system. Work with BU to encourage and support ERP material master alignment and improved workflow efficiency.
- Review Marine Atlantic's Supply Chain business processes and SOP's with the departments. Work with BU and internal employees to review documents, capture, and document changes, discuss with Management for final update to central repository.
- Vendor Management and Supply Chain document updating, record keeping and filing.

#### Qualifications:

- Currently enrolled in a Business related post secondary program at a recognized post secondary institution.
- Excellent communication and interpersonal skills.
- General Supply Chain Knowledge
- Time Management skills
- Proficient in Microsoft Office– Excel Word Outlook PowerPoint

- Self-motivated, well organized, and able to work independently with minimum supervision.

#### Assets:

- Business courses completed.
- Accounting courses completed.
- Experience with data analysis
- Experience with accounting software

Hourly Rate of Pay: \$15/hour

#### How to Apply:

If you meet the listed qualifications, are interested in this exciting learning opportunity please apply online before 26 May 2023.

**[APPLY ONLINE](#)**

#### Additional Information:

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected. Marine Atlantic invites applications from all qualified candidates and hires based on merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at [recruiting@marine-atlantic.ca](mailto:recruiting@marine-atlantic.ca).

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at [recruiting@marine-atlantic.ca](mailto:recruiting@marine-atlantic.ca).