

Careers at Ridley Terminals

COMPANY PROFILE

Ridley Terminals Inc. owns and operates a world class marine bulk handling terminal and is a world leader in the efficient and reliable movement of coal and other bulk commodities from unit trains on to ships.

RTI provides continuous, high quality and high performance rail car unloading, product storage and vessel loading services.

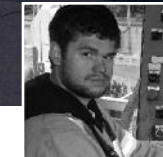
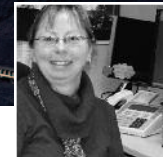
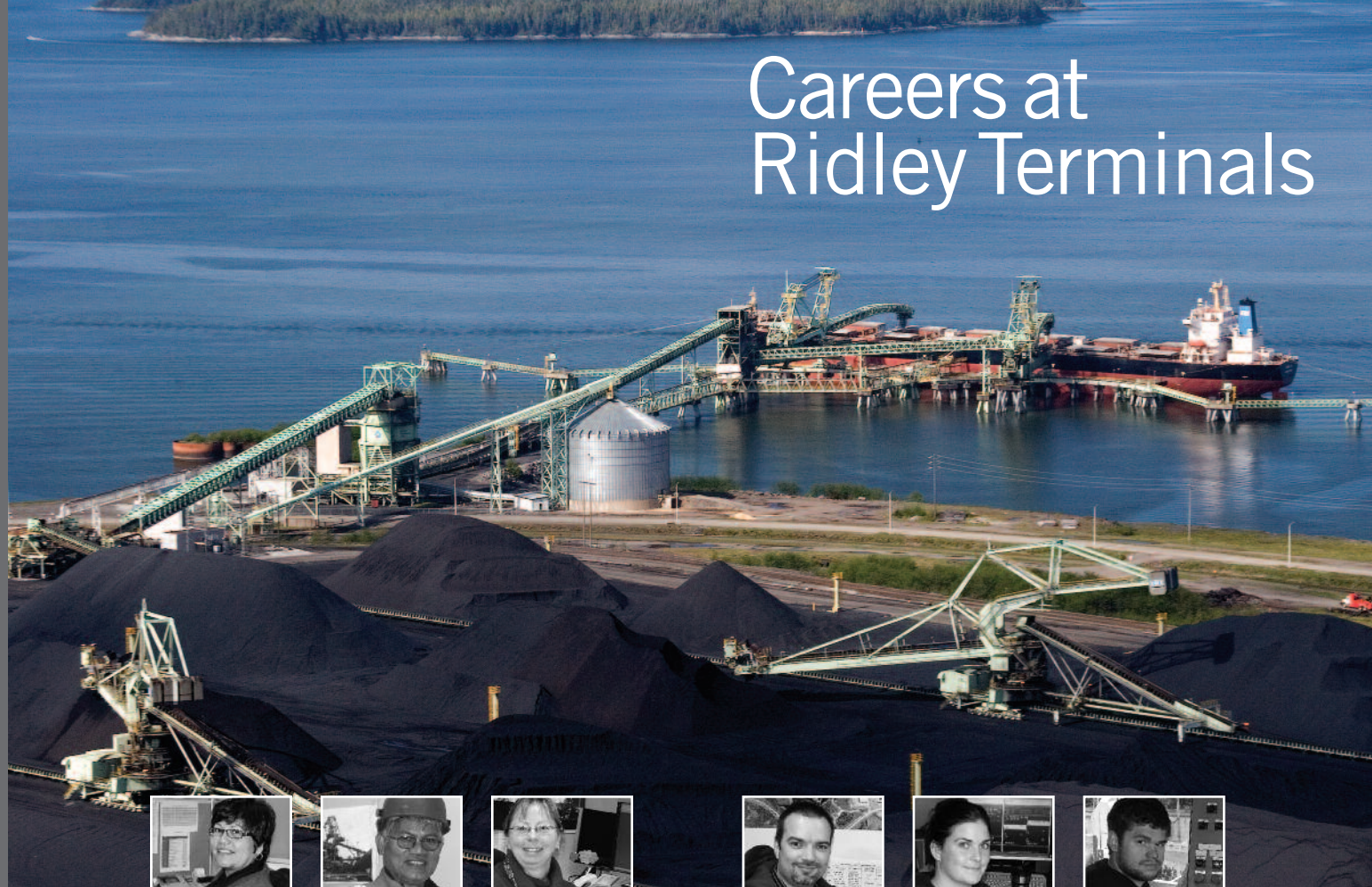
It's 9,000 tonnes per hour shiploading system is the fastest on the West Coast and its berth can handle Cape size vessels up to 250,000 Dead Weight Tonnes.

Ridley Terminals is currently in the process of expanding its terminal capacity from 12 million tonnes to 25 million tonnes per year, which is scheduled to be complete by early 2015. RTI prides itself on a reputation of providing professional, reliable, and efficient services to customers while maintaining a safe work environment.

JOBS AT RTI

If you're looking for a career at an extraordinary company, Ridley Terminals is the place for you!

For information on open positions please visit our website at www.rti.ca; to submit your resume please email to jobs@rti.ca.



Ridley Terminals Inc.

2110 Ridley Island / PO Bag 8000
Prince Rupert, British Columbia V8J 4H3

A summary of careers and qualifications for those seeking future employment at **Ridley Terminals Inc.**

CAREER OPPORTUNITIES

Accountant **Accounts Payable Clerk** Administrative Assistant
Electrician Equipment Operator **First Aid/Security** Heavy Duty
Mechanic **Information Services Analyst** Materials Control
Millwright Operations Planner



Ridley Terminals Inc. is an Equal Opportunity Employer

CAREERS AT RIDLEY TERMINALS

All candidates considered at RTI must meet the minimum qualifications:

- Completion of Grade 12 or equivalent
- BC Class 5 Driver's License
- Excellent interpersonal and communication skills
- Demonstrated ability to work in a team environment
- Computer literacy
- Excellent health, safety and environmental record

Specific/additional requirements are as follows:

ACCOUNTANT

Education

- 3rd year or greater in a professional accounting designation program an asset
- Courses in computerized accounting systems, word processing and spreadsheets an asset

Experience

- Five years accounting experience required
- Experience in setting up accounting systems
- Two years payroll experience
- Experience with accounting, word processing and spreadsheet applications

Skills

- Good organization and time management skills
- Ability to work well under pressure
- Analytical and investigative abilities
- Attention to detail and high degree of accuracy
- Service oriented
- Knowledge of office procedures
- Typing speed of 40 wpm

ACCOUNTS PAYABLE CLERK

Education

- Post-secondary accounting courses or equivalent bookkeeping experience
- Word processing and spreadsheet computer training

Experience

- Two years of accounts payable experience
- Two years of general accounting experience
- Experience with computerized accounting systems
- Experience with word processing and spreadsheet applications

Skills

- Attention to details and accuracy
- Good organization skills
- Ability to maintain confidentiality
- Ability to work under pressure
- Knowledge of office procedures
- Typing speed 50 wpm

EQUIPMENT OPERATOR

Education

- Class 3 Driver's License with air endorsement desirable
- Certificate or diploma earned through formal training from a recognized heavy equipment training school an asset

Experience

- Five years' experience as a heavy equipment operator
- Proven record of driving/working safely

Skills

- Good hand-eye coordination and depth perception
- Able to work shift work
- Able to work at heights

ADMINISTRATIVE ASSISTANT

Education

- Post-secondary certificate or diploma in business administration an asset

Experience

- Five years administrative experience
- Experience with word processing and spreadsheet applications

Skills

- Good organizational skills
- High level of initiative
- Able to work without supervision
- Excellent time management skills
- Good business etiquette and business practice
- Good filing skills
- Service orientation
- Ability to maintain confidentiality

ELECTRICIAN

Education

- Interprovincial ticket (tradesman qualifications with IP standard)

Experience

- Five years recent experience on an industrial site as a journeyman
- PLC experience of 3 years (Allen Bradley preferred)
- Solid state drive experience – variable frequency and DC
- Process Instrumentation experience an asset
- Demonstrated evidence of electrical troubleshooting experience
- Experience in the installation, testing and troubleshooting of electrical components

Skills

- As per introduction

HEAVY DUTY MECHANIC

Education

- Interprovincial ticket BC TQ, Automotive TQ
- Other Tradesman ticket(s) an asset

Experience

- Five years recent experience on an industrial site as a journeyman
- Demonstrated evidence of troubleshooting experience in hydraulics, electronics and pneumatics
- Experience with Caterpillar equipment an asset

Skills

- Good welding and cutting skills

MATERIALS CONTROL (WAREHOUSEMAN)

Education

- TQ in Industrial Warehousing
- TQ in Automotive Parts Service or Industrial Engines and Equipment Parts Service may be acceptable
- Enrollment in PMAC is an asset
- WHMIS certification
- TDG certification

Experience

- Minimum five years' experience in materials management
- Direct experience in the utilization of computerized purchasing and inventory control systems
- Experience with computerized maintenance/management systems

Skills

- Trained in the operating of electric and gas forklifts
- Self-motivated and able to work independently
- Service oriented
- Analytical skills
- Mathematical/statistical ability

MILLWRIGHT

Education

- Interprovincial ticket – BCTQ
- Other tradesman ticket(s) an asset

Experience

- Five years recent experience on an industrial site as a Journeyman
- Demonstrated evidence of troubleshooting experience in hydraulics, electronics and pneumatics

Skills

- Good welding and cutting skills

INFORMATION SERVICES ANALYST

Education

- Post-secondary training in a computing discipline

Experience

- Five years experience with local area network computing environments
- Five years experience with Anti-virus and spam filtering solutions
- Five years providing Help Desk support
- Proficiency with the Microsoft Office Suite of products is required.
- Proficiency with minor hardware repair/replacement and cabling
- Creating and delivering end user training and support

Skills

- Well-developed analytical skills are required
- Self-motivation and the ability to work independently
- Ability to communicate IT solutions to non-technical users
- Time and priority management skills must be well developed
- A good understanding of modern networking and data communications principles is required

FIRST AID/ SECURITY

Education

- Occupational First Aid Level 3
- Security training an asset

Experience

- Experience working in an industrial environment an asset

Skills

- Good communication skills both verbal and written
- Willingness to learn
- Willing to work shift work
- Willing to work at heights

OPERATIONS PLANNER

Education

- Post-secondary education with a ticket or diploma in a technical or mechanical field is an asset
- Working knowledge of a computer language is an asset

Experience

- Exposure to a computer based data acquisition/reporting system is an asset
- Previous operational experience with an overview of a sophisticated Electrical/Mechanical environment

Skills

- Well-developed communication, detail, analytical and time management skills required
- Ability to work without close supervision
- Excellent computer skills using spreadsheets, word documents, email, etc.
- Service oriented

