



Howe Sound Pulp and Paper Corporation (www.hspp.ca) is one of the most progressive Pulp manufacturers in the world, leading the industry in product quality, efficiency and environmental protection.

Based in Port Mellon on the BC's beautiful Sunshine Coast, Howe Sound is owned by the Paper Excellence Group (www.paperexcellence.com), Canada's largest producer of pulp by tonnage. Since 2010, Paper Excellence has grown from a single mill to a multinational company producing 2.5 million tonnes of paper and pulp with over 2,500 employees.

Under the direction of the Facilities Superintendent, The Shipping Supervisor is responsible for safety, planning, organizing and directing the work force in his/her section to ensure that these functions are carried out in a safe, efficient manner and at minimum cost, including the responsibility for the assurance of the mill water supply, training of employees, and quality of pulp.

SPECIFIC ACCOUNTABILITIES & KEY ACTIVITIES:

- Will demonstrate Safety & Environmental leadership to attain a goal of zero injuries and zero incidents and maintain all ISO standards by ensuring all employees receive safety indoctrination and training, conducting regular safety meetings, addressing & correcting safety issues and maintaining a positive and professional attitude towards safety that supports teamwork and the employees in achieving the department's safety goals. Develops and maintain department procedures to improve safety and productivity.
- Ensure that the department complies with all aspects and training with Dangerous Goods Act and the Emergency Response Guide.
- Ensures crews are trained on jobs they are required to perform, prepares documentation on all employee training records equipment. Evaluates unsafe work practices, including those identified by his employees.
- Scheduling for all shipping activity. Monitoring manning requirements daily based on shipping activity, scheduling casual crews as required. Approves timecards, authorizes, tracks leaves and notifies the payroll department.
- Maintain and develop loading plans for internal and external warehouse shipments, vessel load plans and loading statistics for ships and barges. Manage product activity and inventory levels in the warehouse.
- Supervises the landfill areas to meet all regulations of the Waste Management Branch and the Pollution Control Board permits.
- Manages resources for the safe and accurate loading of ship, barge, rail, truck and container shipments, and maintains the highest levels of quality and ship loading speeds as possible.

- Manages inbound and outbound vehicle traffic. Manage roll handler, crane equipment and all mobile equipment used in shipping operations, maintenance and repair records on all the departments' cranes and equipment.
- Ensures that harbor, dock and rail facilities are maintained to facilitate the safe berthing of ships and all barges.

This is an exciting opportunity to become part of a high performance team striving to achieve world class quality and production. Our setting, in Port Mellon on BC's beautiful Sunshine Coast provides employees with an outstanding quality of life.

Please forward your resume, stating the position title to the Employment Coordinator:
employment_coordinator@hspp.ca