



COORDONNATEUR DE L'AFFECTATION DES ÉQUIPAGES

Department: Human Resources

Immediate Supervisor: Manager, Crew Planning and Coordination

Primary Work Location: Montréal

SUMMARY

The Crew assignment Coordinator contributes to the continuity of fleet operations by coordinating the assignment of maritime personnel in accordance with certification requirements, regulatory crewing levels, and the operational needs of each vessel.

The incumbent coordinates crew assignments, crew changes, certifications, training, travel arrangements, and recruitment needs related to maritime operations.

From May to November, the position is responsible for the daily monitoring of fleet staffing needs. During the off-season, the incumbent prepares crews for the following season by planning staffing requirements, training, and certifications.

RESPONSIBILITIES

Crew Planning and Coordination

- Monitor crew evaluations and maintain up-to-date training records.
- Plan staffing requirements for the entire fleet.
- Coordinate crew assignments based on the regulatory and operational requirements of each vessel.
- Ensure compliance with minimum manning levels and required certifications.
- Maintain current crew lists, rotation schedules, and assignment calendars.
- Understand the requirements specific to each onboard position and the qualifications needed.
- Identify future staffing needs and anticipate replacement requirements.

Crew Planning and Monitoring

- Identify maritime staffing needs across the various vessels and recommend available candidates.
- Ensure all crew members possess the required certifications and qualifications prior to boarding.



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- Maintain maritime training standards in accordance with Transport Canada regulations and internal policies. Enter data into internal systems (CFM, MarControl, or equivalent).
- Ensure all required documentation is compliant before any assignment.

Operational and Logistical Support

- Organize crew travel arrangements (flights, accommodations, ground transportation, and other logistical needs).
- Coordinate crew changes at the various ports served.
- Ensure personnel mobilization to northern and Arctic destinations.
- Communicate all necessary travel-related information to employees prior to departure.

Communication and Relationships

- Work closely with managers to foster a respectful work environment and support employee retention efforts.
- Develop and maintain effective relationships with colleges, institutions, social networks, and recruitment partners.
- Ensure effective communication with employees and candidates and represent the company at external events.

Other Duties

- Perform any other related duties as assigned.

SKILLS

- Excellent organizational and interpersonal skills.
- Ability to manage a high volume of work and multiple priorities simultaneously.
- Proficiency with crew management software (e.g., CFM, MarControl) is an asset.
- Proficiency with Microsoft Office applications (Excel, Word, PowerPoint, Outlook) as well as Adobe products.
- Excellent verbal and written communication skills in both French and English. (Functional English is required to communicate with crew members, candidates, and maritime partners across Canada and internationally.)



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EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Education in maritime studies, logistics, transportation, or a related field, or equivalent experience.
- Minimum of one (1) year of experience in a maritime, operational, logistics, or coordination environment.
- Seagoing experience or experience in a maritime environment is considered a significant asset.
- Knowledge of regulatory requirements and procedures related to maritime personnel, including compliance with international conventions and Canadian legislation.
- Knowledge of Canadian maritime regulations (Transport Canada, ISM, ISPS, IMO, Canada Shipping Act) is an asset.

REQUIRED COMPETENCIES AND QUALITIES

- Proactive, positive, motivated, and self-sufficient.
- Teamwork, collaboration, and strong interpersonal skills.
- Discretion, confidentiality, and professional judgment.
- Critical thinking, diligence, accountability, and attention to detail.
- Ability to manage workflow and priorities in a dynamic, fast-paced, and multitasking environment.
- Ability to serve as a role model for employees.

WORKING CONDITIONS

- Full-time position with occasional remote work opportunities.
- Regular office hours with availability required for evenings, weekends, and rotational coverage in emergency situations.
- Occasional travel to vessels and port facilities. (Bécancour, Trois-Rivières, Montréal)

Interested individuals are invited to submit their résumé and cover letter to jobs@neas.ca.