

Maritime Operations Manager

Job Summary

The Oregon International Port of Coos Bay is seeking to hire a Maritime Operations Manager to assist the Director of Maritime Operations with the execution and oversight of marine operations within the Port District. This position works closely with Marine industry stakeholders; local, state and federal agencies; and community partners. This applicant must possess strong writing, communication, management and organizational skills.

Essential Job Functions

- Assists in the management of harbor and Port security and safety functions.
- Organizes and maintains department project files.
- Drafts, submits, and oversees permitting applications for the Port.
- Assists with the management and maintenance of Port properties.
- Assists with the coordination of maintenance dredging for terminal operations throughout the harbor.
- Serves on internal and external committees and represents the Port at local, state, and federal stakeholder meetings and conferences.
- Coordinates the implementation, execution, control and completion of specific projects related to maritime operations.
- Participates in project meetings.
- Utilizes Microsoft Project to track project status.
- Drafts external communication for stakeholders.
- Assists in the development of the departmental budget and monitors expenses and revenues.

Required Experience & Education

Bachelor's degree in Business Administration/Management or related field and five years' experience in marine operations; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requisition

84003138

Apply Here

[Applicant Portal Link](#)

Closing Date

Open Until Filled

Compensation

\$67,500 per year

Employment Status

Regular Full-Time,
Exempt

Department

Maritime Operations

Reports To

Director of
Maritime Operations

Contact

hr@portofcoosbay.com
(541) 267-7678

Follow us on Social Media!



www.portofcoosbay.com
www.charlestonmarina.com
www.coosbayraillink.com

Maritime Operations Manager, continued

Required Qualifications

- Knowledge of harbor and port operations, management and regulations, cargo vessel operations, project management, and financial administration.
- Must possess customer service skills with knowledge in customer service management, methods and techniques, and treat all individuals with courtesy, dignity, and respect.
- Understanding of strategic policy management principles and practices, advanced principles and practices of large and complex project management, Port operations and processes, applicable local state and federal laws, codes and regulations, police and fire department operations, emergency preparation methodologies, and similar knowledge of the functions that will report to the job.
- Ability to communicate well both verbally and in writing with customers and employees.
- Possess strong organizational and problem solving skills and attention to details.
- Possess valid Oregon driver's license.

Benefits

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, term life, and long term disability insurance. The Port also provides paid time off (PTO), ten paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

Employment Eligibility

The successful candidate will be required to consent to a criminal background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237

Application Process

Please visit the [Port of Coos Bay Applicant Portal](#) to upload your cover letter and resume, and to complete the online application.