



Employment Opportunity Fleet Coordinator

MGBHLM First Nation is seeking a Full-Time Fleet Coordinator. Responsible for a variety of day-to-day operational and administrative tasks and plays an integral part ensuring that our fleet operations run smoothly. This is a multi-dimensional role that works in partnership with all departments and requires a professional approach to manage a variety of tasks with a positive and collaborative attitude. Reporting to Public Works Manager.

Duties:

- Operate and monitor computerized control systems and GPS Systems.
- Ensure all vehicles are properly licensed and insured and to monitor fuel consumption by checking the accounts.
- Collect and monitor logs from all drivers.
- Maintain a list of substitute drivers ensure all drivers have the appropriate licence.
- Participate in the recruitment, selection orientation professional development and evaluation of all staff.
- Ensure all units are cleaned and washed accordingly.

Qualifications:

- Previous administrative experience
- Strong working knowledge of Microsoft Office and familiarity working with spreadsheets
- Ability to take initiative and thrive in a fast-paced, deadline-driven environment
- Communication and interpersonal skills
- Highly resourceful with a track record of anticipating next steps
- Enjoys working as part of a team
- Basic accounting knowledge
- Able to work in a team environment, both financial and operational
- Ability to multitask
- Must have a minimum education level Grade 12 or equivalency.
- Must have a valid class 5 drivers' licence, Reliable transportation.
- Must have First aid /CPR (WHMIS)

HOW TO APPLY:

Please submit your resume with cover letter outlining your interest to:

Human Resources Department

Mosquito, Grizzly Bear's Head, Lean Man First Nation P.O Box 177 Cando, S0K 0V0

Email: Human.resources@mosquitofn.ca

Only those selected for an interview will be contacted.