

ASSISTANT MOBILE MAINTENANCE PLANNER
POSTING NUMBER: MM18-16

EMPLOYMENT STATUS : TEMPORARY LONG TERM (12 MONTHS)	POST(S) TO FILL: 1
DEPARTMENT: MOBILE MAINTENANCE	WORK SITE: NUNAVIK
WORK SCHEDULE: The normal work schedule is on a 6-week rotation: 3 weeks of work (77 hours per week, 7 days per week) followed by a 3 week rest period.	
POSTING PERIOD: FROM APRIL 12TH TO 26TH, 2018	

SUMMARY OF RESPONSIBILITIES

Reporting to the General Foreman of Mobile Maintenance, the Assistant Planner will be required to provide technical and clerical support. His/her main responsibilities will be to:

- Monitor billing, record data, and communicate with contractors;
- Produce a variety of daily, weekly and monthly reports;
- Ensure coordination between the divisions in the Maintenance Department;
- Manage mobile assets
- Work jointly with the Mobile Maintenance Planner to plan mobile maintenance;
- High-volume email processing;
- Various work and support, in IT Guide;
- As needed, accomplish any task given by your department.

REQUIREMENTS

- Must have a college degree (DEC) in office technology or equivalent;
- 5 to 10 years of experience in the administration field;
- Good knowledge of MS Office software;
- Bilingual (French and English).

OPTIMAL TRAITS

- Commitment to respecting the health, safety and environment rules and guidelines;
- Willing to work in a multicultural environment and on a multicultural team;
- Good organizational and communication skills;
- Resourceful, independent and positive.

WHEN SENDING IN YOUR APPLICATION, MAKE SURE TO INDICATE THE JOB POSTING NUMBER
 Those interested in this job are invited to submit their CV before 4 p.m. on **April 26th 2018** by e-mail to:
emplois@canadianroyalties.com

Only those selected for an interview will be contacted.