

**ASSISTANT MOBILE MAINTENANCE PLANNER**  
**POSTING NUMBER: MM19-02**

<b>EMPLOYMENT STATUS : PERMANENT</b>	<b>POST(S) TO FILL: 1</b>
<b>DEPARTMENT: MOBILE MAINTENANCE</b>	<b>WORK SITE: NUNAVIK</b>
<b>WORK SCHEDULE:</b> 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.	
<b>REFERRAL PROGRAM : 500\$</b>	
<b>DEADLINE TO APPLY: FEBRUARY 16<sup>TH</sup>, 2019</b>	

**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 **February 16<sup>th</sup>, 2019** by e-mail to:  
[emplois@canadianroyalties.com](mailto:emplois@canadianroyalties.com)

*Only those selected for an interview will be contacted.*