



OFFRE D'EMPLOI

CANADIAN  ROYALTIES INC.

ASSISTANT MOBILE MAINTENANCE PLANNER

JOB POSTING NUMBER: MM19-04

EMPLOYMENT STATUS : PERMANENT	PLACE OF WORK : NUNAVIK (Fly-in/Fly-Out)
WORK SCHEDULE : The normal work schedule is on a rotation of 6 weeks: 3 weeks worked (77 hours per week, 7 days a week) followed by 3 weeks of rest.	
DEADLINE TO APPLY : MARCH 18 TH 2019	NUMBER OF JOB OPENING(S) : 1
REFERRAL PROGRAM : 500 \$	

WORKING CONDITIONS

- Join a supportive and effective team
- Competitive salaries including benefits (insurance + pension plan)
- Gym available on site / Common entertainment room / Organized activities by a recreologist.
- On-site Medical Services / Employee Assistance Programs
- Living accommodation and various quality meals provided

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).

SKILLS SOUGHT

- 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.
- Ability to work under pressure

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter before 4 p.m. **March 18th 2019** by e-mail to

emplois@canadianroyalties.com

Only those selected for an interview will be contacted.