



EMPLOYMENT/TRAINING OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TR'ONDĚK HWĚCH'IN CITIZENS

General Yard Labourer – Permanent Full-time

MACKENZIE PETROLEUM LTD.

Posting Date: May 4, 2022

Standard Hours Bi-Weekly: 30

Anticipated Start Date: Immediately

Wage: \$20.82/hour

CLOSING DATE: Open until filled

Reporting to the General Manager, this position is responsible for greeting customers via phone and person. Assist customers with bulk oil pricing and purchases as well as card-lock purchases. Receive propane tanks for filling, once certified fill tanks as well. Assist customers in the yard with gas cylinders and oil purchases. Maintain a clean work environment – inside and out. Ensure the maintenance, repair and replacement for all administrative equipment with consideration on functionality, location and the effective and efficient use; Other duties as assigned.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide.

Essentials Qualifications:

- Grade 12 completion or related experience providing customer service;
- Fundamental written and verbal communication skills;
- Excellent time management and organizational skills;
- Work effectively with customers and the general public;
- Have a reliable personal vehicle;
- Ability to multi-task in a fast-paced environment;
- Ability to lift 50lbs;
- Able to work productively individually or in a team environment.

Assets

- Experience in industrial business environments;
- Experience in general office equipment;
- Proficiency in MS Office

Conditions of Employment:

- Transport Dangerous Goods (can obtain within first month of hire)
- Propane Filling Attendant (can obtain within first three months of hire)
- Criminal Record Check;
- Valid Class 5 Driver's License;
- Good working knowledge of Tr'ondëk Hwëch'in social structure, culture and traditions;

A DETAILED JOB DESCRIPTION IS AVAILABLE UPON REQUEST

**Please email applications or requests for more information to hr@chiefisaac.ca or stop by the Mackenzie Petroleum office
103 Callison Way, Dawson City, Y0B 1G0**

As a First Nation owned for-profit business, our mandate is to deliver returns to our shareholders. Wherever possible, our first preference for hiring shall be given to qualified Tr'ondëk Hwëch'in Citizens. We thank all that apply but only those selected for further consideration will be contacted.