



Job Posting: Camp & Logistics Manager

Posting Date: March 17, 2023

Open to: Tr'ondëk Hwëch'in Citizens

Closing Date: March 31, 2023

Chief Isaac Summit Camp Services Ltd. (CIS) offers an inclusive working environment, competitive wages and a benefits package available following probationary period. Preference will be given to qualified citizens of Newmont Coffee Project First Nation Partners and Yukon residents.

Primary Role:

The Camp & Logistics Manager will work in camp on 4 weeks in camp, 2 weeks off (4/2) rotational schedule. They will oversee all aspects of camp operations including catering, custodial, maintenance and logistics operations. This includes but is not limited to managing all associated staff and their training; implementing the company safety program and quality assurance program; maintaining and communicating room and flight bookings; client relations and ensuring residents receive a high-quality service experience.

Qualifications:

- Minimum 3 years successful experience in managing a busy kitchen, camp, and/or hotel, including budget tracking and management, staff scheduling and training, menu planning, ordering and inventory, quality control, and administrative duties.
- Minimum 3 years of coordination or management experience
- Minimum 3 years of camp experience
- FoodSafe Level 1 required, FoodSafe Level 2 preferred
- Working towards or attained the Restricted Aeronautical Radio Operator Certificate
- Familiarity with aviation emergency response procedures
- Demonstrated ability to effectively manage and build staff teams

Personal Attributes & Skills:

- Demonstrated excellent work ethic and organizational skills
- Excellent communication and interpersonal skills
- Able to juggle multiple tasks and prioritize throughout the shift as the needs of the operations change
- Demonstrated record of excellent customer service
- High level of computer skills including Windows file management, MS Office software, and email applications. Ability to learn new software applications efficiently.
- Background and training in safety systems and excellent safety record
- Strong HR management and training skills
- Ability to work with various stakeholders, to lead and coordinate effectively across organizational lines
- Strong analytical, problem solving and decision-making skills



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- Must be able to pass a drug and alcohol test prior to employment and work/live in a drug and alcohol-free camp environment for up to 4 weeks at a time.
- Good physical stamina; able to lift/pull/push up to 30 lbs; capable of working long hours on your feet (12-hour shifts)
- Must be able to live in a remote camp environment for extended periods

General Responsibilities Include:

- Coordinate with head office, clients, maintenance and logistics personnel and catering staff to ensure smooth operation of camp.
- Schedule and oversee all catering, custodial, maintenance and logistics staff
- Implement the company Safety Management System and require safe work behavior in all employees.
- Implement the company Quality Assurance Systems and file and/or submit all required documentation, tracking, and quality control measures

Logistics/Aviation Management:

- Oversee all activities around airstrip, communicating with pilots and the client, contractors and other stakeholders
- Track flights, manage crew schedules, calendars and coordinate logistics for crew members and passengers, using NOMADIS software.
- Ensure compliance with NGC flight regulations as well as Transport Canada.
- Coordinate and provide ground support for crew changes and shipments
- Lead the coordination of certain logistical activities to support Camp operations

Camp Management:

- Work closely with the Head Chef to oversee catering staff and ensure high quality food service
- Oversee custodial staff, including quality audits
- Work closely with the Maintenance Lead to ensure Maintenance work is prioritized appropriately and completed to standard. Ensure smooth functioning of camp operations and equipment.

Please forward resume and cover letter to: hr@chiefisaac.ca . You are asked to indicate the **position** you are applying for, the **First Nation** you are a citizen of and **'Coffee Project'** in your email subject line.