



## EMPLOYMENT OPPORTUNITY

**Job Title: OPERATION TEAM LEADER/FULLTIME**

**Department: Mackenzie Petroleum LTD.**

**Standard Hours Bi-Weekly: 75 Hours**

**Starting Wage: \$ 31.73 /hour - Negotiable**

**Starting Date: Immediately**

**Closing Date: On - Going**

### Full Job Description:

- The incumbent will be required to take directions and report directly to the CEO, and use independent judgment in scheduling meetings, assembling materials, providing appropriate information to callers and coordinating in timely manner.
- Work with management to develop improvement projects including design, budgeting, justification, management, and reporting.
- Providing facility leadership and back up support team
- Lead the operations team, promoting a safe operating culture according to safety and environment standard
- Work with the maintenance department to prioritize repairs and improvement of projects
- Assist in managing elements of the facilities Safety Management program.
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility
- Plan and manage the facility's operations budget.
- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs
- Administer contracts for the provision of supplies and services
- Capable of ordering fuel, tracking deliveries, and ensuring payments from customers

### Assets:

- Knowledge of general office practices and procedures
- Proficiency in business computer programs such as: Microsoft Office Word, Excel, Outlook, supply documentation and PowerPoint
- Experience in processing work according to company's establish procedures
- Very good organizational and time management skills
- Good verbal and written communication skills
- Ability to prepare documentation accurately from verbal and written instructions
- Ability to meet deadlines
- Responsible and reliable work habits
- Ensure documentary back up for all transactions

### Employment Requirements

- The Operations Administrator require completion of a college or university program in business administration or in a discipline related to facility operation and maintenance or an equivalent combination of technical training and experience in administration or maintenance.
- Criminal Records Check.
- WHMIS Certificate required.

### Benefit package for permanent employees

*CII Hiring Policy Applies (Preference will be given to a qualified Tr'ondek Hwech'in citizen)  
Please submit a detailed resume to:*

#### CONTACT

**Shirely Paraluman –**

**C/O Chief Isaac Inc.,**

**PO Box 1110**

**Dawson City, YT Y0B 1G0**

**Email: [info@chiefisaac.ca](mailto:info@chiefisaac.ca)**

We thank you for your interest, however, only those candidates selected for an interview will be contacted.

