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Employment Opportunity Chieftain Energy – Dispatcher

Competition#: 4N20-042

Wage: Commensurate with Experience

Hours of Work: Full-Time (7.5 days on 6.5 days off rotational shift)

Duration: Permanent

Location: Whitehorse, Yukon

Closing Date: Until filled

The partners of Chieftain are excited and committed to powering Yukon's future and operating in business that enhances the lives of Yukoners, enriches the lives of its employees and shareholders and above all else delivers a competitive product to its customers. As an Air North employee via Chieftain you will be offered a top-tier benefits package that includes competitive salaries, extended health and dental, Group RRSP plans and extensive travel perks with various carriers hosted through MyID Travel.

The focus of the Dispatcher will be to ensure that all customers are provided with an uninterrupted supply of fuel deliveries and transportation services. Specifically speaking, this refers to home heating fuel, bulk fuel deliveries (on and off highway), and fuel delivered to aircraft. This is a critical role coordinating the allocation of product, dispatching equipment/drivers, and scheduling activities of the transport department (while working closely with maintenance, operators, and office personnel), primarily in the Yukon, Northwest Territories, Northern British Columbia, and Alaska.

Would you describe yourself as having:

- Strong ability to work in a fast-paced environment with strict timelines
- Exceptional communication skills, both verbal and written
- Exceptional ability to juggle on-going dynamic demands of customers
- Ability to plan available manpower, with available equipment
- Ability to consider demand of additional resources with operational interruptions
- Ability to identify and troubleshoot problems in a very fast paced environment
- Have exceptional communication and organizational skills
- Always being approachable and professional; regardless of the sensitivity of the subject
- An adaptable and proactive manner with a commitment to continuous improvement
- Strong computer skills and ability to navigate multiple systems & programs

Key responsibilities include:

- Communicate with Maintenance to schedule and forecast shop maintenance and down time
- Communicate with commercial group to ensure transparency of customer commitments
- Monitor driver hours of service to operate legally to fulfill demand
- Optimizing supply chain and scheduling of manpower
- Direct communication with customers and drivers on a daily basis with clear communication
- Verifying paperwork prior to submission to Finance
- Reporting to management with daily bulk fuel sales/purchases and dispatch reports
- Monitoring internal fuel tank levels and dispatch fuel delivery orders
- Communicating with vendors/suppliers for loading petroleum products
- Work with finance for inventory reconciliation and reporting and solving variances

Qualifications/Conditions of Employment:

- 2-5 years' experience in logistics, fuel, or transportation
- Proven record of safety and operational excellence
- Aviation experience considered an asset
- Forklift experience considered an asset
- Class 5 driver's license
- Strong working knowledge of Microsoft Office, fuel management software/dispatch programs
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

How to Apply:

Quoting competition #4N20-042, please submit your resume and cover letter to the Human Resources Department.

Email: careers@flyairnorth.com

In Person: Air North Office, 150 Condor Road, Whitehorse, Yukon

Air North, Yukon's Airline is committed to employment equity, and has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 500+ employees.

We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.

