



Employment Opportunity

Chieftain Energy – Service Coordinator

Competition#: 4N21-093
Wage: \$22.00 or Commensurate with Experience
Hours of Work: Full-Time (35-40 hours per week)
Duration: Permanent
Location: Whitehorse, Yukon

The partners of Chieftain Energy 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 Service Coordinator will report to the Operations Manager, and is responsible for maintaining an organized parts and service inventory, as well as monitoring and completing work orders with a customer-first approach. The Service Coordinator will fulfill mechanic part requests and work orders, pick up and deliver parts, and maintain accurate digital and hard files. This position operates on a 4 day on 3 day off rotation, with the successful candidate working 4 10 hours shifts a week.

Would you describe yourself as having:

- An aptitude to grasp new applications, systems and software
- Knowledge of transportation and logistics with an emphasis on the North
- A demonstrated commitment to customer service excellence, professionalism and continuous improvement
- The ability to work in fast-paced environment with superior organizational skills
- Strong written and oral English communication and interpersonal skills

Key responsibilities include:

- Scheduling company equipment and third-party equipment into the shop
- Maintaining an organized and up-to-date Chieftain truck part inventory
- Maintaining an organized and up-to-date Air North ground service equipment inventory
- Creating, monitoring and completing work orders in the Computer Maintenance Management System (CMMS)
- Creating, monitoring and completing work orders in Digital Wrench
- Acquiring part quotations from a variety of sources
- Fulfilling mechanic part request sheets
- Acting as errand/part runner when required

Qualifications/Conditions of Employment:

- Minimum 2 years' professional experience in a maintenance-related field
- Minimum 1-year experience creating work orders and using CMMS software
- Minimum 1-year experience in customer service role
- TDG Certificate, First Aid and WHIMIS an asset
- Must be a Canadian citizen, Permanent Resident or show proof of eligibility to work in Canada

******Effective immediately, until such a time the federal government removes the vaccination mandate, Air North requires all new employees to be fully vaccinated at the time of hire and will request proof of vaccination upon onboarding. To request an accommodation under protected grounds, contact HR.******

How to Apply:

Quoting competition #4N21-093, 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 350+ 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

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be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.