

## 1.0 Job Posting

Posting Date: September 13, 2022	Closing Date: Open until filled
Position: Transportation Coordinator	Schedule: 5 Days on 2 Days off (8 Hour Days)
Job Location: Syncrude Mildred Lake	Type: Full-time, Permanent

## 2.0 Opportunity Description

The Transportation Coordinator will act as a main point of contact for dispatchers, bus drivers, direct support to the Manager and client.

## 3.0 Duties

- Assign routes and coordinate the drivers to and from the Fort McMurray office and the work site
- Schedule route training and training competencies for drivers
- Track and report on attendance, vacation, start and stop time, trip tickets, GPS times, service requests, passenger counts, shift reports, dispatch sheets, hours of service, assigning fuel cards etc.
- Provide coverage for the Transportation Manager during the weekends and vacations
- Assist with conducting safety meetings and tool box talks
- Assist when required, safety investigations, completing LCR reports, taking employees for post incident testing and helping employees navigate our web based safety training program (Workhub)
- Provide coverage for Bus Drivers, if required
- Other duties as assigned

## 4.0 Qualifications

### Education Skills & Experience

- Valid Class 2 Drivers Licence with a clean drivers abstract preferred
- Excellent organization skills and attention to detail is required
- Must be proficient with Microsoft office Suite programs
- Must be able to communicate professionally via phone, email, radio and text
- A minimum 3- 5 years related work experience
- Self-motivated, flexible and proactive with an ability to work in a fast paced environment
- Must be extremely reliable
- Demonstrated a history of safe work related practices

## 5.0 How to Apply

Should you meet the requirements listed above, please email your resume to [hr@fortmckayalcor.ca](mailto:hr@fortmckayalcor.ca).

## 6.0 About Fort McKay Alcor

In 2015, two community-minded businesses in the Regional Municipality of Wood Buffalo partnered together to forge Fort McKay Alcor — your local and aboriginal solution for site services and construction projects. As separate entities, both Fort McKay Resources and Alcor Facilities Management built solid reputations as business leaders and pillars of the region.

Together, we not only strengthen our capability to deliver superior facilities management, site services and construction projects, but we also build upon our commitment to the people of Wood Buffalo and to our vision of continued growth for our community.

The benefactor of this partnership is the customer. With combined 63-years of experience and community history, Fort McKay Alcor has the expertise, workforce, and flexibility to provide trusted, complete site services and cost-

conscious solutions that customers can trust. We are invested in our growth, our people and in the success of every customer we serve.