



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Fleet Administrator

Job ID	19-968-05-084-8169
Web Address	https://careers.indigenous.link/viewjob?jobname=19-968-05-084-8169
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2019-07-26 To: 2050-01-01

Description

Closing Date 2019-10-23
Reference Number 19-968-05-084
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Burnaby, British Columbia
Salary Range \$54,340 - \$66,090
Status Indeterminate (permanent)
Language Requirement English Essential

Job Summary

- Administer the operation of CSIS fleet vehicles by maintaining the Fleet Management System in recording costs and allocation of each vehicle.
- Manage the budget for the operation and maintenance of vehicles.
- Implement and monitor a maintenance program that will ensure mechanical operation of vehicles.
- Investigate transport policy violations and accidents and submit incident reports to management.
- Coordinate the repairs, service and maintenance of vehicles as required.
- Coordinate all vehicle licencing and registration with the Licensing Authority.
- Ensure vehicles are in compliance with all provincial laws and regulations.
- Direct subordinates and evaluate work performance.

Education

- College diploma and two (2) years of experience
- High school diploma and four (4) years of experience

The educational program must be from an accredited learning institution recognized in Canada.

If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

- Experience in the area of client service delivery and administrative support.

Candidates must also possess:

- Experience creating and editing documents and/or spreadsheets for tracking purposes.
- Experience in providing advice to employees at all levels.

Assets:

- Experience in the field of fleet management.
- Experience in a human resources management or supervisory role.

Competencies

- Communication Skills
- Teamwork
- Organizational Skills/multitasking
- Rigour
- Client Service

Conditions of Employment

- Must be able to lift, carry, push and/or pull a minimum of 30 kgs (67 lbs), and maintain the physical demands of the position (i.e. lift equipment and boxes).
- Employees must possess and maintain a valid and permanent driver's license for the duration of their employment in this position.
- Flexibility is required in relation to the work schedule that may extend beyond core hours of work based on operational requirements.

Notes

Not Applicable

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Fleet Administrator