



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

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Job Board Posting



Careers.Indigenous.Link

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Fleet Assistant

Job ID	20-970-03-078-3975	
Web Address	https://careers.indigenous.link/viewjob?jobname=20-970-03-078-3975	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2020-11-05	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-03-09
Reference Number 20-970-03-078
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Toronto, ON
Montreal, QC
Salary Range \$43,860 - \$53,350
Status Term - 1 year
Indeterminate (permanent)
Language Requirement Bilingual Imperative BBB/BBB
English Essential

Job Summary

- Ensure the vehicles are in good working order by inspecting/testing the vehicles and arranging/recording servicing and repair.
- Organize/control the use and the assignment of all vehicles by ensuring any problems are resolved and the data is kept-up-to-date.
- Complete vehicle audits/reports by collecting odometer readings, gas bills, repair costs, etc. and by entering data into a computerized Fleet Management application.
- Shuttle the vehicles (various models and types) between the office and the dealerships/repair facilities.
- Maintain the internal/external cleanliness of the fleet vehicles.
- Perform basic roadside assistance (changing flat tires, battery boosting)
- Participate in bi-annual tire change.

Education

High School Diploma 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 from an accredited learning institution recognized in Canada.

Experience

- 1 to 2 years of experience in driving motor vehicles (in various weather conditions) with a permanent Canadian driver's license.
- A minimum of two (2) years of experience in a clerical role where functions include planning, organizing and coordinating activities/actions.
- Experience working with managers and employees at all levels.
- Experience in providing client services.

Asset:

- Skills and/or knowledge of mechanical or vehicle maintenance.

Competencies

- Client services
- Teamwork
- Adaptability / Flexibility
- Integrity
- Organizational Skills / Multitasking

Conditions of Employment

- A valid and permanent Canadian driver's license
- defined as a G Class (Ontario) or minimum of a Class 5 (remainder of Canada). G1, G2, Class 6, Class 7 and Learner's Permit will not be accepted.
- Lift, carry, push and/or pull a minimum of 20 kgs (45 lbs) and maintain the physical demands of the position.
- Work outside of core hours on occasion, sometimes on short notice.
- Potential for working in adverse conditions and temperature extremes.

Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. Candidates must clearly demonstrate they meet all the basic requirements (education, experience and assets) at the time of their application in their cover letter, using concrete examples. Failure to do so will result in the applicant being screened out of the process. Language Requirements:

- Bilingual Imperative BBB/BBB (Montreal, QC)

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 Assistant](#)