



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.Link's 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.

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Job Board Posting



Careers.Indigenous.Link

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Fleet Coordinator - Anticipatory

Job ID	21-970-04-082-2167	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-970-04-082-2167	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2021-05-10	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2021-06-09
Reference Number 21-970-04-082
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Edmonton, Alberta
Salary Range \$49,130 - \$59,750
Status Indeterminate (permanent)
Language Requirement English Essential

Job Summary

- Perform all administrative tasks related to Edmonton's fleet vehicles
- Document all Edmonton fleet vehicle details, including fleet vehicle usage and related expenses/costs in the Fleet Management System and generate fleet vehicle reports for management
- Provide guidance to and collaborate with PR Districts on fleet related duties
- Ensure that Edmonton and PR District fleet vehicles are regularly serviced, repaired and ready for use
- Prepare and/or track documentation for Edmonton fleet vehicle inspections, provincial registrations, prepare vehicle wallets and ensure same is done for PR District fleet vehicles
- Occasionally drive fleet vehicle(s) to/from PR districts
- Gather information related to PR fleet vehicle violations and collisions and advise Policy Centre as per Transport Policy

Education

- High school diploma and two (2) 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 from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

*Experience in an area where it is required to work with employees at all levels, and/or experience in administration (for example, in administrative support functions where planning, organizing and coordinating activities/actions are required), and experience in dealing with managers and providing client service. Administrative experience in the Autobody, Automotive Repair or Car Dealership industries would be considered an asset.

Competencies

- Client Service
- Organizational skills / multitasking
- Adaptability/Flexibility

Conditions of Employment

Candidates must also:

- Have a valid driver license and be able and available to travel throughout Western Canada (Manitoba, Saskatchewan, and Alberta) on occasion.
- Have experience in driving a vehicle under various weather conditions, including adverse weather conditions.

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 Coordinator - Anticipatory](#)