

NIHB GROUND TRANSPORTATION LEAD/DISPATCH

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

TERM: PERMANENT FULL-TIME

COMMUNITY: HAPPY VALLEY-GOOSE BAY

CLOSING: JANUARY 26, 2024

Responsibilities:

The Ground Transportation Lead/Dispatch shall:

- Adhere to the Nunatsiavut Government Employee Civil Service Policy Manual along with NIHB specific policies;
- Answer and coordinate all phone calls that come through the ground transportation telephone line;
- Decipher and dispatch calls to ground transportation drivers as needed;
- Communicate and maintain and updated ground transportation driver schedule;
- Elicit quotes for equipment from vendors as required to operate the ground transportation service;
- Complete regular inspection, in collaboration with the ground transportation drivers, of the entire NIHB vehicle fleet;
- Generate PR/POs, as required;
- Communicate with vendors and service providers (e.g. taxi companies, vehicle maintenance, etc.) on a regular basis, as required;
- Inspect bays for organization and cleanliness on a monthly basis;
- Manage the division with a cost-effective approach which would include accountability to daily staff mix, vehicle supplies and maintenance purchases, etc.);
- Manage day to day staff operations (e.g. sick calls, compliments and complaints, etc.);
- Review and sign off on ground transportation timesheets and leave requests in a timely manner as per policy;

Qualifications:

- Must have class-4 driver's licence;
- Must be able to work with minimum supervision;
- Must be able to work flexible hours and shift work.

Assets:

- Must have First Aid/CPR Certification.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

Responsibilities:

- Collect and maintain daily statistics, in electronic format, for submission to immediate Supervisor on a monthly basis (or upon request) which will inform quality improvements within the division;
- Complete training and in servicing as required;
- Liaise with stakeholders while maintaining client confidentiality;
- Carry out other related duties as assigned by the immediate Supervisor.

Contact:

careers@nunatsiavut.com

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The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

NIHB MOTAKÂTTISAK/AULATSIJIT-SAK KIUKAKATTALUNI FONNIKUT

SULIAKAPVIK: AKUNIULUNGITUMI ILONNAINIK SITONTIKALLUNI

KANGA: SULIAKAINNANIALUNI ILONNAINIK SITONTINGIT

NANI: HAPPY VALLEY-GOOSE BAY

KILLILIPVINGA: JANUAR 26, 2024

kamagijatsat:

- Malitsialugit Nunatsiavop kavamangata SuliaKattingita SuliaKattiKannimi PikKujak Maligatsangitigut Maligatsaujuit ilauKatautillugit NIHB-kut tukisinatsiatunik maligatsaujunik;
- Kiuttatiulluni Aulatsisongulluni motakâttisak ilonnainik fonnikut tilitjiutunik namut/nakit;
- AtujauKattatunik allasimajunik motakâttinut atujauKattatunik fonnikut tukisiatsiasongulluni tilijaugutunik motakâttiujunut; fonnitauguni motakâttiujunut
- KaujimaKatigetsialuni tigumiatsialunilu tunijausimajunik atugatsanginnik motakâttet suliaKaliguni;
- Tukisiatsiasongulluni Kaujimatsialuni nakit motakât piKutinginnik pisikatagiamik motakâttiujuut;
- Pijagesimalluni Kimiggutaugiattunikkut suliatlaujuut, Ikajuttigenniujuumik motakâttiujuunut, ilonnâgut NIHB-kut suliatlanginnik motakâttiujuut;
- SakKisongujuit piujojuut piungitojuillonet, ilusimitut atujauKattatuit;
- KaujimatitsiKattaluni immigut kampaniujuut suliaKapvini suliajiagsongujunik kamasongulluni (sollu tâkset kampaningit, motakâligijet sanajet taimâgalak) ullu tamâgalak, malitsialugit;
- KimigguniKatsiasongulluni suliaKapviujuut amma salumaniKatsiaKullugit motakâk takKitamât;
- Aulatsisongulluni aviukKasimajunik akikinnisanisakkut aulagasuallugit suliaKaKatigettigasuumut, motakât piKutinginnut suliajiagutiujuunut pisijaugiaKalippata akikinnisanik Kinisongulluni, taimâgalak);
- Aulatsisongulluni ullutamât suliaKajuit suliatlanginnik suliaKajunillu (sollu: Kanimannimut suliaKagiattugunnanginik; suliaKattiujuunut uKauset nakutsatuit, nâmmasingituillu, taimâgalak)

Ilisimagialingit:

- Sulijumik Class 4 motakâmmut laisinsiKalluni;
- SuliaKasongulluni immigut kamagijaulugani;
- SuliaKasongulluni Kangatuinnak KaikKujautuaguni.

Ikajugajattuk:

- Sulijumik First Aid/CPR NalunaikkutaKalluni.

Ikajuvaliligajuttuk:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

kamagijatsat:

- KimigguKattaluni amma suliaKageguni Kamittilugu motakânik allakasâjanik sitontitigut ammalu nukKangagalâjuut Kinugautigijangit malitsialugit maligatsaujutigut suliaKapvimi;
- katitsuisiaKattaluni amma tigumiatsialugit ullutamât Kautisautiujuut allatausimajuit, Kuatsânattukojut piulimallugit, tunitjigiamut atuinnautillugit AngajukKâmut takKi tamât (upvalu Kinuagijaugajappata atuinnautillugit) Taimâtsiak sakKijâtitsisongulluni asinut Kinuagijaugajappata atuinnausonguttilugit
- Pijagesimalluni ilinnianiugialinnik suliasaujumi amma malitsialugit suliaKannimini;
- kiggatuttiuluni kamaKataujunik atutsainagiamik ikajutaminiak siammatittâtailigialet sunagalait kinakkomangâtalut;
- Asinginnilu suliaKaKattaluni apigijauguni AngajukKâminut.

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Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliamsiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKattigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliamsiugutimmillonnet ottugannimi.