



BIGSTONE MEDICAL TRANSPORT LTD

EMPLOYMENT OPPORTUNITY

FLEET ASSISTANT TEMPORARY FULL-TIME POSITION MATERNITY LEAVE COVERAGE – UP TO JANUARY, 2023 WABASCA, AB

Bigstone Medical Transport Ltd in Wabasca, Alberta is seeking an experienced Fleet Assistant, to join our talented team. This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

Duties and Responsibilities:

- Assisting with all referral vehicles; maintain regularly; and logbooks are completed
- Assist with drivers keeping current and up to date mileage on the units
- Make sure vehicles are equipped with First Aid/Emergency travel kits & required safety equipment
- Monitor drivers & keep vehicles cleaned & sanitized after each shift
- Ensure daily routine checklists are being completed
- Ensure fire extinguishers are in working order
- Ensures that all maintenance requests are certified; approved & authorized
- Keep a current up to date record of: repair & costs (major/minor); gas & fuel costs; vehicle maintenance dates for oil changes; sale of old vehicles (date/year & selling price); purchase of new vehicles (date, year, make, model, serial number, vin, purchase cost)
- Ensure and keep record of drivers' licenses and safety tickets are up to date
- Assist with reports and batching
- Transfer of vehicles for maintenance
- Book vehicle maintenance
- Assist and perform other duties as needed

Knowledge, Abilities and Skills:

- Ability to demonstrate good judgment and initiative;
- Strong writing skills for letters, reports, etc.
- Excellent telephone etiquette;
- Ability to deal with public in a pleasant, professional manner;
- Strong computer skills in research, word and excel;
- Must know office procedures.
- Must have good verbal and written communication skills
- Must be organized and have good time management skills
- Must be able to work independently; take initiative when necessary and be a team player

Education and Experience:

- High School Diploma or Certification in Office Administration
- Minimum of one (1) year working in an office environment
- Must have a valid driver's license, class 5 minimum
- Standard First Aid with CPR
- Experience with MS Office database and other related software applications is essential

MUST have an up to date; **Criminal Record Check, Vulnerable Sector Check, Child Youth Intervention Check and three (3) work related references.**

Send Resume and Documents to:
Bigstone Group of Companies
Human Resources Department
Box 1020 Wabasca, Alberta T0G 2K0
Fax: 780-891-4010

E-mail to: bgcresumes@bigstonehealth.ca

Closing Date for this Employment Opportunity will be: **Until suitable candidate is found.**

Applicants are thanked in advance for their interest; however, only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.