



Eskimo Point Lumber Supply

Do you want to advance your career with a dynamic and progressive organization in Winnipeg, providing support to our operations located in Winnipeg and Nunavut? If so, **Eskimo Point Lumber Supply** is currently looking for a **Maintenance and Services Coordinator** to join our Operations team in **Winnipeg, MB**.

Reporting to the Estimator/Foreman, the incumbent supports the Maintenance and Service teams in the areas of scheduling, organization, administration and tracking.

The Maintenance and Services Coordinator will be responsible for scheduling resources for jobs and providing general support with documentation, organizing files and closeout procedures. The incumbent will communicate regularly with and provide information to the crews, other internal departments and/or external stakeholders as required. The incumbent must be self-motivated and detailed-oriented, with exceptional time management skills and the flexibility to adapt to the ever-changing nature of our business.

Duties & Responsibilities

- Assist with work prioritization and scheduling staff for jobs
- Provide administrative support for operations and maintain job documentation and files
- Ensure timely flow of information to internal and external stakeholders
- Assist with identifying potential job deficiencies, challenges and risks
- Support finance with ensuring timeliness, accuracy and correct billing
- Provide general information to workers
- Field incoming telephone calls and email inquiries from clients and suppliers and relay messages to appropriate individuals as required
- Prepare and distribute accurate and detailed reports in a timely manner
- Order supplies and maintain inventory.

Qualifications

- Certificate or diploma in Administrative Studies is preferred
- 3+ years experience in an administrative support role
- Experience in the construction industry or with project scheduling/staffing is an asset
- Ability to handle multiple time-sensitive tasks while working within a team environment
- Strong organizational and time management skills in order to prioritize work load and stay on top of things as work demands increase
- Customer service focused, with a commitment to quality, safety, and productivity
- Highly proficient in Microsoft Office



Eskimo Point Lumber Supply

Start Date:	Immediately
Employment Status:	Permanent; Full-Time
Working Hours:	Monday to Friday 8:00 AM to 5:00 PM. You may be required to work extended hours based on business and/or customer needs. Your work schedule will be variable based on the operational needs of EPLS.
Work Location:	Winnipeg/Arviat

If you believe you can make a strong contribution to our organization, interested parties may submit their resume and cover letter to careers@eskimopointlumber.com and indicate in the subject line **Maintenance and Services Coordinator**.

Financial incentives provided for candidates willing to relocate to Arviat, NU.

About Us:

Eskimo Point Lumber Supply is a Nunavut based retailer and distributor that provides goods and services to the Kivalliq region. Our core values are based on honesty, hard work and service to the community. We are proud to provide support and opportunities to the Inuit communities in which we are based.

Benefits of Working for Us:

- Family-Oriented company with strong values, team atmosphere
- Comprehensive Group Benefit Plan that includes:
 - Health and Dental
 - Short-Term and Long-Term Disability
 - Life Insurance
 - Employee and Family Assistance
- Competitive Compensation Package
- Education Assistance
- Preferred Vendor Discounts
- Employee Appreciation Events
- Opportunity to develop skills in a growing company

... and more!

We thank all candidates for their interest in the position; however only those selected for an interview will be contacted.

Applicants will be reviewed on a rolling basis which may result in an earlier application deadline.

EPLS hiring policy is to recruit and select the best applicant for employment based on a review of their qualifications, aptitude and skill for the position. EPLS does not discriminate against applicants based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.