

Job Posting

Asset Coordinator (Permanent - FT)

Located in the North Thompson valley, at Simpcw Resources LLP, we provide environmental, ecological, and cultural resource services while preserving Simpcw culture and heritage with respect for the environment. Our mission is to support sustainable economic development within the Simpcwúłecw (Simpco Territory) by delivering high-quality services.

Job Summary:

Reporting to the Assistant Asset Manager, the **Asset Coordinator** is responsible for performing a variety of tasks that support operations and various projects and needs within the SRGs various divisions, including but not limited to sourcing out materials, scheduling maintenance and servicing, exchanging vehicles between various locations, and performing small mechanical tasks as needed.

Responsibilities:

- Coordinate with the Asset Assistant Manager to organize operational demands, scheduling, and department priorities
- Purchase and pick up supplies, tools, parts, materials, and equipment required for Pipeline Maintenance operations
- Schedule maintenance appointments and deliveries for all departments as required
- Pick up and deliver equipment and vehicles for servicing, inspections, and maintenance
- Mobilize and demobilize tool trailers, equipment, and vehicles
- Track and maintain accurate records of tool and equipment locations
- Accurately document delivery details to ensure all required materials, tools, and equipment are delivered correctly
- Perform oil changes and basic in-house equipment maintenance as required
- Complete minor mechanical tasks, including installing aftermarket equipment on trucks, trailers, and other miscellaneous equipment
- Clean, organize, and stock vehicles, tools, and work areas
- Maintain a clean, organized, and safe work environment in accordance with department procedures and provincial regulations
- Assist employees with obtaining materials, supplies, and resources as needed
- Perform other duties as assigned

Requirements:

- Valid Class 5 Driver's License
- Experience driving trucks and trailers
- Ability to consistently lift up to 50 lbs
- Basic mechanical aptitude, including the ability to install and replace small parts
- Strong organizational and time management skills





- Ability to work independently and complete tasks with minimal supervision
- Effective communication skills, including the ability to seek clarification and follow direction when needed
- Working knowledge of Microsoft Outlook and Microsoft Office is considered an asset
- Additional licenses or endorsements are considered an asset
- Experience working with First Nations communities is considered an asset
- Knowledge of the Simpcw First Nation community is valued

What we offer:

- Competitive compensation
- A positive, collaborative, and safety-focused team environment
- Meaningful work supporting environmental stewardship and cultural resource protection

Note: Pre-Employment Drug and Alcohol Testing may be required

Application Deadline: Open until filled.

Thank you for your interest, however only those selected for interviews will be contacted. Preference will be given to qualified applicants of Aboriginal ancestry as per ***Canada's Human Rights Act and legislation surrounding Employment Equity.***

Please submit cover letter and resume via email to HR@SimpcoResourcesGroup.com with the Subject Line: **Asset Coordinator**

