



Asset Coordinator

Located in the North Thompson Valley, **Simpchw Resources Group** is a community-driven organization dedicated to creating sustainable economic opportunities within the Simpcw'ulécw (Simpchw Territory). Guided by respect for the land, environment, and Simpcw culture, we deliver environmental, management, and operational services across a diverse range of industries. We are committed to fostering self-sufficiency, supporting long-term community growth, and balancing economic development with environmental stewardship while competing for work in both the public and private sectors.

The Opportunity:

Reporting to the Assistant Asset Manager, the Asset Coordinator provides hands-on coordination and operational support for company vehicles, equipment, tools, materials, and maintenance needs across Simpcw Resources Group's divisions. This is a practical, fast-moving role suited to someone who is organized, mechanically inclined, comfortable towing trailers, and willing to move between the shop, vendors, worksites, and company locations to keep operations running smoothly.

The role combines asset and maintenance coordination with purchasing, deliveries, mobilization and demobilization, equipment tracking, and basic in-house maintenance. Priorities may change quickly based on project and operational requirements, so strong follow-through and the ability to work independently are important.

This role is based at our Barriere office.

Our ideal candidate has the **following qualifications:**

- Valid Class 5 Driver's License with a clean driver's abstract.
- Experience safely driving pickup trucks and towing trailers; experience mobilizing equipment and tool trailers is preferred.
- Practical mechanical aptitude and experience completing basic maintenance or minor repairs on vehicles, trailers, tools, or equipment.
- Ability to safely and consistently lift, carry, load, and move materials weighing up to 50 lbs.
- Strong organizational, prioritization, and time-management skills with the ability to manage changing operational needs.
- Ability to work independently, take initiative, and complete assigned tasks with minimal supervision.
- Clear and professional communication skills, including the ability to confirm instructions, coordinate with employees and vendors, and provide timely updates.
- Basic computer skills; working knowledge of Microsoft Outlook and Microsoft Office is considered an asset.
- Additional driver's license classes, endorsements, equipment tickets, or related certifications are considered assets.
- Experience working in construction, forestry, pipeline, fleet, equipment, or other field-based operations is considered an asset.
- Experience working with Indigenous organizations or communities is considered an asset; knowledge of the Simpcw First Nation community is valued.

In this role you will:

- Coordinate with the Assistant Asset Manager to organize operational demands, maintenance schedules, deliveries, and department priorities.
- Source, purchase, pick up, and deliver supplies, tools, parts, materials, and equipment required to support company operations and projects.
- Schedule vehicle and equipment servicing, inspections, maintenance appointments, and deliveries for departments as required.
- Pick up and deliver vehicles and equipment for servicing, inspections, repairs, and maintenance.



Simpchw Resources Group

- Mobilize and demobilize tool trailers, equipment, vehicles, and materials between company locations and worksites.
- Track and maintain accurate records of vehicle, tool, trailer, and equipment locations and movements.
- Document deliveries and transfers accurately to help ensure the correct materials, tools, and equipment reach the required location.
- Perform oil changes, routine checks, and other basic in-house equipment or vehicle maintenance within your training and capabilities.
- Complete minor mechanical tasks, such as replacing small parts and installing basic aftermarket equipment or accessories on trucks, trailers, and equipment.
- Clean, organize, inspect, and stock vehicles, tools, trailers, equipment, and work areas to maintain operational readiness.
- Maintain a clean, organized, and safe work environment and follow company procedures, safe-work practices, and applicable regulatory requirements.
- Assist employees and departments with locating or obtaining materials, supplies, tools, and other operational resources.
- Communicate maintenance issues, equipment deficiencies, urgent needs, or potential delays to the Assistant Asset Manager.
- Complete related asset, fleet, and operational support duties as assigned.

What's in it for you?

- **Competitive total compensation:** You'll earn a competitive salary based on your experience and expertise. The expected base salary range for this position is **\$32 - \$38 per hour**.
- **Supportive, team-first culture:** Join a positive, collaborative team where your contributions are valued and your voice is heard.
- **Comprehensive benefits:** Extended Health & Dental coverage to support your well-being.
- **Retirement savings support:** Employer-matched Registered Pension Plan (RPP) program to help you plan for the future.
- **Vacation and Personal Time Off (PTO):** Competitive paid time off for eligible employees in accordance with SRLLP policy.
- **Career growth & development:** We invest in your future with on-the-job learning, formal training opportunities, and reimbursement for relevant tuition and professional memberships.
- **A workplace where you belong:** Be part of a positive, innovative, and inclusive environment where you can grow your career and make an impact.

Build your future with Simpchw Resources Group

If you're looking to grow your career in a **sustainable, future-focused industry**, there's no better place than **Simpchw Resources Group**.

Rooted in Simpchw values, we are committed to responsible land stewardship, economic development, and creating opportunities that benefit future generations. Here, your work has **purpose, impact, and connection to the North Thompson community**. You will be a part of a team that is **collaborative, innovative, and proud of the work we do across Simpchw'ulécw (Simpchw Territory)**.

We're growing—and we want you to grow with us, apply today.

Application Process

The Company is committed to supporting employment opportunities for Simpchw First Nation members. Every effort will be made to notify and encourage applications from qualified Simpchw First Nation members prior to or concurrent with broader recruitment efforts. Applications from Simpchw First Nation members will be strongly considered and evaluated based on the qualifications, skills, experience, and operational requirements of the position.



Interested applicants are encouraged to apply online via [Careers Opportunities at Simpchw Resources Group » Join Our Team.](#)

About Simpchw'ulécw (Simpchw Territory) & the North Thompson Valley

Located along the North Thompson River, **Barriere and the surrounding region offer a lifestyle that's hard to find anywhere else**, where natural beauty, outdoor recreation, and community connection come together.

Here, you can enjoy:

- Direct access to **lakes, rivers, and backcountry wilderness**
- Year-round recreation like **hiking, fishing, snowmobiling, and skiing**
- A **welcoming, close-knit community** with local events, markets, and traditions
- A more relaxed pace of life with **space to breathe and room to grow**

And when you need it, **Kamloops is just 45 minutes away**, offering expanded amenities, healthcare, and entertainment, giving you the **best of both small-town living and city access**.

Curious what life is like here? Watch these short videos to experience Barriere and the North Thompson Valley: [Barriere](#) | [Lower North Thompson Valley](#) | [Wells Gray Provincial Park](#) | [North Thompson Fall Fair & Rodeo](#)
Visit [Kamloops Tourism](#) to learn about the community and find out why life is better here.

Additional Information

Certain client worksites may require pre-site-access drug and/or alcohol testing as a condition of access to the worksite. Where such testing is required, the Employer may schedule and coordinate the testing process, and you will be required to comply with all applicable site-access requirements before attending the worksite.

Preference may be given to qualified applicants of Indigenous ancestry, in accordance with applicable employment equity legislation.

Preference may also be given to candidates residing in the North Thompson Valley and surrounding communities.