



"Working Together"

**M** \*  
Atikameksheng  
Anishnawbek

**A** \*  
Sagamok  
Anishnawbek

**M** \*  
Serpent River  
First Nation

**A** \*  
Mississauga  
First Nation

**W** \*  
Thessalon  
First Nation

**E** \*  
Garden River  
First Nation

**S** \*  
Batchewana  
First Nation

**W** \*  
Batchewana  
First Nation

**E** \*  
Batchewana  
First Nation

**N** \*  
Batchewana  
First Nation

**The  
North  
Shore  
Tribal  
Council**

473 "A"  
Highway 17 East  
Cutler ON  
POP 1B0

Tel: (705) 844-2340  
Fax: (705) 844-2563

**HEALTH PROGRAM:**  
Tel: (705) 844-2021  
Fax: (705) 844-2844

Toll free: 1-877 633-7558

[www.mamaweswen.ca](http://www.mamaweswen.ca)

## EMPLOYMENT OPPORTUNITY

### Fleet Coordinator

Mamaweswen, The North Shore Tribal Council invites applications for (1) Fleet Coordinator to work out of the NSTC Head Office, Cutler, ON POP 1B0.

#### Purpose

The Fleet Coordinator will primarily develop a system to list, track and effectively coordinate the service requirements, mileage, value and replacement recommendations for the fleet of vehicles that are owned and purchased by Mamaweswen, the North Shore Tribal Council. This position will report directly to the Comptroller.

#### Responsibilities

1. Develop, implement and maintain a central registry for all company owned vehicles.
2. Coordinate regularly scheduled servicing of the fleet including oil changes, tire rotations, inspections and any regular service requirements.
3. Coordinate any emergency repairs or insurance claims.
4. As required, assign and track vehicles for use by the various programs or departmental employees.
5. Ensure each vehicle is equipped with up to date ownership information and insurance forms on an annual basis.
6. Ensure license plates for the fleet are renewed on an annual basis.
7. Ensure vehicles are properly equipped with required safety equipment.
8. Track usage in conjunction with the program that leases the vehicle.
9. Prepare lease invoices for the proper programs or departments.
10. Receive requests for new vehicle acquisitions and/or replacements.
11. Research requirements on behalf of the programs and issue RFPs for quotes to dealerships.
12. Review requests and make recommendations to Comptroller.
13. Keep a central location for secondary vehicle keys.
14. Other duties as assigned by Supervisor.

#### Qualifications

1. Accounting Diploma in Finance or equivalent related certification/experience
2. A minimum of three years of professional experience in finance, administration and/or asset management administration.
3. Knowledge of Asset and/or Fleet Management Software.
4. Knowledge and training in Sage Accpac Financial Software.
5. Knowledge and training in Microsoft Office Software Applications.
6. Demonstrated financial analytical skills.
7. Excellent organizational abilities.
8. Excellent oral and written communication skills.
9. Excellent interpersonal skills and ability to promote team work.

**DEADLINE FOR SUBMISSION:** No later than 4:00 p.m. on Friday May 17, 2019

Send letter of application, a current resume, certificates, diplomas, along with three current work-related reference letters to:

Allan Moffatt, Comptroller  
*Mamaweswen*, The North Shore Tribal Council  
473 A Highway 17W, Cutler, ON POP 1B0  
Tel: 705-844-2340 Fax: 705-844-2563

Miigwetch to all who apply, however only those selected for an interview will be contacted.