



OPERATIONS CO-ORDINATOR

Dryden

Salary Range \$71,824/year to \$82,676 year plus benefits
(salary commensurate with qualifications and experience)

Under the direction of the General Manager, this position will be responsible for the co-ordination of transportation/school bussing operations. Located in the heart of Northwestern Ontario and known as the “Wilderness City”, the vibrant community of Dryden offers an appealing lifestyle including that of affordable housing. The Consortium serves students in the areas of North/Northwestern Ontario for the Keewatin-Patricia, Northwest Catholic, and Kenora Catholic District School Boards, as well as CSDC des Aurores boreales. NWOSSC has the distinction of achieving a ‘High’ rating as evaluated by the Province of Ontario. This rating relates to organizational effectiveness and efficiency. As well, the Consortium has often taken the lead in the province with different initiatives. This position will provide direction and leadership to Consortium staff and will have contract administration and performance management/measurement/compliance responsibilities relating to the contracted bus operators. This position may lead to future advancement within the Consortium.

A degree in Commerce, Business Administration, Computing or a related field is required, as well as 5 years of progressively responsible related experience. As well, 4 years related business/technical experience in student transportation would be preferred. A valid Ontario Driver’s license and the willingness and ability to obtain a Class “B” Driver’s license is required. Periodic travel and irregular hours are required. Proficiency in Microsoft Office Suite is required with demonstrated skill in Excel, Word and Outlook. Previous transportation, G.I.S. mapping or logistics experience would be beneficial. Excellent analytical and problem solving abilities, developed skills in conflict resolution, the ability to deal with stakeholders with tact and sound judgment, and solid written and communication skills are important. The ability to organize, prioritize and complete job tasks and project work effectively in a high pressure work environment will be essential to success. The candidate will need a high degree of initiative, be able to work independently and lead in a team environment. Geographic knowledge of the service area would be considered an asset. Criminal Background Check – Vulnerable Sector Screening will be required by the successful candidate.

If you are interested in a career with our team, please **email** a covering letter addressing our specific requirements, by **September 22, 2017, 4:00 p.m.** to **Judi Green, General Manager, Northwestern Ontario Student Services Consortium**, Tel: 807.223.1256 judi.green@nwobus.ca In the event you are invited for an interview, three professional references (one of whom must be a recent/current immediate supervisor) must be provided.

Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants, however, only those to be interviewed will be contacted. We are an equal opportunity employer.

