



## INTERNAL POSTING

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Athabaskan Resource Company Inc. and their affiliate survey firm USW Surveys FM Ltd. are based in Fort McMurray with a satellite office in Calgary. We are a dynamic engineering and surveying company providing a wide range of services including mine site, construction, industrial and municipal engineering and surveying to the public and oil sands energy sectors.

We are inviting resumes from individuals who are looking for a career opportunity as a:

### **Sr. Logistics Coordinator/Manager**

#### Job and Skill Requirements (but not limited to):

- ☐ Liaison with agencies through which appropriate staff may be housed and transported with the bookings and subsequent communication to employees.
- ☐ Maintain a complete vehicle maintenance log consisting of mileage and operating cost including scheduling and booking of maintenance requirements.
- ☐ Perform periodic monitoring and reporting of fleet activities through the G.P.S. truck tracking system.
- ☐ Maintain an equipment inventory by unit, custodian and condition with inspection and/or calibration schedule with booking of maintenance and repairs complete with cost tracking.
- ☐ Maintain a fire extinguisher and first-aid medical kit log, inspection and replenishment schedule.
- ☐ Maintain inventory and supply chain of materials, minor field equipment and small tools for field operations and site offices as directed by Operations Manager.
- ☐ Coordinate the renting and leasing of trucks, cars, and ATV's for field operations as directed by Operations Manager.
- ☐ Custody of such documentation in a confidential environment

We are offering excellent wages for the right candidate, with a top of the line benefit and pension package. As we are a growing company, opportunities for horizontal and vertical advancement could become available.

Attention: Human Resource Manager  
Email: [resumes@athabaskan.com](mailto:resumes@athabaskan.com)