WSCC Careers

Coordinator, Stakeholder Services Strategic Support, Yellowknife

N 18/07 NT

If you enjoy being part of a dynamic team, are committed to service excellence, and enjoy interacting with a wide range of people, this may be the challenge you're looking for!

The Coordinator interacts with the Stakeholder Services Management Team through effective liaison, monitoring and coordination with all areas of the Stakeholder Services division in NT & NU, while playing an active role in the coordination, delivery and maintenance of specialized business support programs; strategic and corporate objectives/initiatives and work unit tasks.

In addition, the position assists business units in Stakeholder Services in order to ensure their compliance with strategic objectives by defining and tracking project mandates and activities, including resources, deliverables, and measurement indicators. The Coordinator acts as a model for service excellence, and ensures timely, high quality, cost effective work with meticulous attention to details.

You bring to this position a Business degree and five years of progressively responsible project coordinator/project management experience supporting senior executives. Equivalent combinations of education and experience will be considered.

Salary is under review. Starts at $32.28 to $38.54 hourly (approx. $62,946 to $75,153 yearly), plus a Northern Allowance of $3,450 yearly.

A satisfactory criminal records check is required for this position.

Closing Date: **February 16, 2018 @ 11pm (MST)**

If this sounds like a good fit for you, please forward your resume quoting competition to:
Email: careers@wscc.nt.ca

You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to communicate in an official language of the Northwest Territories, in addition to English, is an asset.

safety & care

WSCC Workers' Safety & Compensation Commission | ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᓪᓕᐅᒃᑯᒫᓂᒃ ᖃᐅᔨᓴᖅᑏᑦ