

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

CLOSED COMPETITION

(Re-advertisement)

“Restricted to band members of LLRIB”

The Lac La Ronge Indian Band's is now accepting applications to fill the **following (on-call)** position, for the community of Hall Lake.

COMMUNITY VAN DRIVER

The suitable candidate will be able to perform the following duties:

- Drive Community vans to transport community members, cargo and packages to various destinations within the community and outside the community.
- Test vehicle before and after shift to ensure that lights, brakes, windshield wipers, and tire pressure are in proper working condition.
- Keep the van/vehicle clean at all times, pickup loose items/ garbage after each trip.
- Operate all company equipment needed to communicate such as radio, cell phone or computer in order to receive information, updates and passenger locations.
- Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- Pick up or meet clients according to requests, appointments, or schedules.
- Record all customer pick-ups and drop offs in the vehicle log and daily mileage
- Provide transportation services in a safe, friendly, and courteous manner at all times
- Complete accident reports when necessary.
- Maintain a current transportation schedule, vehicle log and updated client transportation list;

The suitable candidate will possess the following qualifications:

- **Must** have a Valid Class 5 Driver's License;
- **Must** have a satisfactory Driver's Abstract
- Experience driving and maintaining a transit van is an asset.
- First Aid/CPR Certification shall be preferred;
- **Must** be able to provide a satisfactory a Criminal Record & Vulnerable Sector Check and Driver's Abstract.

Deadline for applications: Wednesday, October 23, 2019

To apply, please submit a **cover letter** and **resume** including **three (3) references, one from your most recent/current employer**, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

Note: Please be advised applications received without the proper documentation will not be considered.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check.

Telephone interviews will not be granted.