



# Arctic Co-operatives Limited

## [Statement on the Co-operative Identity and Seven Principles](#)

### Career Opportunity

Title	Contract Support Officer
Department/Division	Business Support Services/Member Management Services
Salary	\$ 4,292 - 5,049/month
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



#### Position Summary

This position is responsible for providing assistance and direction in all aspects of fuel delivery, cable, and other non-retail activities of Member Co-operatives, including heating fuel delivery, gasoline sales, aviation fuel service, vehicle and equipment maintenance, credit and cash sales management, compliance of paperwork associated with the services, the computerized fuel delivery service and cable administration. The incumbent will ensure the training of staff, the maintenance of safety procedures, and contract administration including compliance with all requirements specified in the contract by the contracting authority.

Working with the management of Member Co-operatives, the Contract Support Officer will ensure and adequate level of staffing, systems, administration, and management support is in place to enable the Co-operatives to provide a high level of service to members and the community at large.

While the primary focus of the position is fuel and cable administration, the incumbent will also provide management support and assistance to the Co-operatives in other areas of their non-retail business operations.

#### Duties and Responsibilities

- Monitor fuel delivery schedules for Co-operatives.
- Support a vehicle maintenance program for servicing of vehicles, which will meet or exceed the requirements of the contracting authority.

- Ensure an invoice coding system is maintained to document the Co-operatives' expenditures and to charge back any major expenses to the contracting authority.
- Provide assistance to Member Co-operatives in inventory control of petroleum products including maintenance of tank reconciliation, tank dips, receiving product at resupply and records of product transfer between tanks.
- Maintain records of Member Co-operatives petroleum operations, including records of petroleum sales, control of credit, movement of petroleum, vehicle maintenance, petroleum service expenditures, staff qualifications and training, and any other documents required.
- Analyze records to ensure Member Co-operatives are meeting all requirements of fuel delivery contracts; alert Department and Division Manager of any variances resulting from the analysis of the records to enable remedial action to be taken.
- Balance Tank Gauge Report sales to Quasar for a similar time period to assist in variance control.
- Provide signal fee management and analysis for Member Co-operatives including monthly reconciliation and follow-up.
- Provide assistance to Member Co-operatives as required to implement new cable systems and procedures identified by the management of the Member Co-operatives or Arctic Co-operatives.
- Provide assistance to Member Co-operatives on a needs basis in solving ad hoc problems in a manner that will enhance the Co-operative's image and maintain the required level of service.
- Provide training to the staff of Member Co-operatives' fuel delivery, cable, and other non-retail businesses in record keeping, safety procedures, and customer service.
- Provide regular review and monitoring of financial statements for performance standards for non-retail business units; work with general managers and area managers to implement solutions for enhancing financial performance.
- As a member of the Business Support Services team, provide backup for the Inns North Support Officer by assisting the Member Co-operative hotels in maintaining standards in all areas of hotel operations.
- Other duties and responsibilities as assigned.

#### Qualifications

- **Ability to travel to the Arctic approximately 150 to 160 days per year; travel may be up to 2 weeks at a time;**
- Recent experience with training and development of staff;
- Proven background in general administration;
- Ability to interpret financial records and contracts;
- Good understanding of health & safety and environmental regulations;
- Exceptional analytical, organizational and administrative skills;
- Solid functional knowledge of PC applications including Word, Excel, PowerPoint and Microsoft Publisher at the intermediate level;
- Physically able to climb stairs of tanks 10 meters high;
- Excellent communication skills, both verbal and written;
- Ability to work independently, as well as a member of a team;
- Proven ability to work in a cross-cultural setting;
- Experience within fuel and/or cable industries would be considered an asset;
- Proven commitment to personal growth and development.

**Applications accepted via email to [Human Resources](#) or by fax 204-632-8575**

For more information you can visit [our website](#)

or find us on social media (click on icon)

