

Operations Coordinator

The RM of Britannia No. 502 is looking for an individual to fill a full-time role of Operations Coordinator. The Operations Coordinator plays a key role in supporting the Operations Director through administrative, operational, and project coordination functions with an eye to performing at a high level of professionalism in both work and conduct. We're looking for a highly motivated and organized individual who thrives on structure, communication and problem-solving. The role requires sound judgment, discretion and high level of professionalism when handling sensitive information and supporting decision making processes. While instructions will be given on tasks to be performed, the expectation will be that the individual filling this role has a high level of learning capability with the ability to research and grow their knowledge in order to assist better (proactively) as their knowledge increases.

Work Schedule and Location:

- Monday to Friday 7:00 a.m. to 3:00 p.m. not including Statutory Holidays (there may be times where additional hours are required). *The RM of Britannia No. 502 operates on Mountain Time Zone (Alberta time).*
- Office location is within the Hamlet of Hillmond, SK (40 km from Lloydminster)
- Operations office is attached to the shop (this position requires the ability to work effectively in an environment where there is a probability of intermittent smells, noise, or dust due to operational activities)

Key Responsibilities:

Operational Support

- Manage daily operational tasks assigned by the Operations Director
- Anticipate needs and provide proactive support
- Track progress on initiatives, ensuring deadlines are met and updates are communicated
- Assist with reports, summaries and decision-support materials
- Maintain and improve internal processes, workflows and documentation
- Provide assistance to other departments such as the Foreman and Mechanic
- Take responsibility for office supplies and office equipment maintenance/repairs if needed

Project Coordination

- Support planning, execution and monitoring of operational projects
- Gather data, compile materials and prepare "shelf-ready" project packages
- Follow up with stakeholders to ensure deliverables are completed

Strategic Support

- Act as the Operations Director's right hand for operational priorities
- Identify potential issues, anticipate needs, and propose solutions
- Conduct research and provide recommendations for operational improvements
- Support budgeting, resource planning, vendor coordination and supply management

Communications & Collaboration

- Draft internal communications, updates, and process instructions
- Coordinate meetings, agendas, and follow-up actions for the Operations Director and Foreman
- Build and maintain strong working relationships across departments

Administrative

- Demonstrate accuracy, attention to detail and strong follow through
- Organize and maintain digital and physical files and operational records
- Analyze information, anticipate next steps and ensure administrative precision
- Prepare presentations, spreadsheets and briefing materials
- Handle sensitive information with discretion and professionalism.
- Adhere to municipal codes of conduct and organizational policies

- Competent in applying math skills for measurements, data entry, and record-keeping
- Maintain professional boundaries and conduct

Growth and Development

- Learn new processes quickly
- Seek and apply feedback constructively
- Demonstrate growth by mastering new responsibilities over time

Required Skills & Qualifications:

- Advanced education in Business Administration, Operations Management, or related field preferred
- 3-5 years of progressive experience in operations, coordination, or administration
- Strong organizational and time-management skills
- Proficiency with office software (Excel, Word, PowerPoint)
- Reliable attendance, punctuality and strong work ethic
- Ability to multitask and adapt to changing priorities
- High level of discretion and professionalism
- Strong problem solving and critical-thinking skills
- Considered an asset:
 - Previous successful work experience in municipal government and/or working with Munisoft programs
 - Understanding and application of Municipal, Provincial or Federal Legislation and Acts
 - Strong understanding and ability to interpret and apply legal land descriptions (Township, Range/Road system) - this skill is mandatory for the role
 - Understanding road construction processes including road plan profiles
 - Working knowledge of Saskatchewan Information Services Corporation (Land Titles) system
- Excellent verbal and written English communication skills

Applicant must have a reliable, consistent form of transportation (valid driver's license). No allowance for travel will be given.

Benefits working with us:

- Competitive wages based on experience
- Paid lunch break provided individual stays at Hillmond Office as this is considered a working lunch break
- Excellent Benefits plan after satisfactory completion of qualifying period (short term and long-term disability benefits, extended health and dental benefits, sick leave and pension plan contributions)
- Supportive employer for growing your skill set
- Good team/crew environment

How to Apply:

Submit resume of your work experience (be specific of your role with each company and the length of time spent at each respective employer) along with a contact number to:

cao@rmbritannia.com

Note: Job skills testing may be required during interview

We thank all applicants for their interest; however, only those chosen for further consideration will be contacted. Position will remain open until a suitable candidate is found.