



Nupqu

LIMITED
PARTNERSHIP

Asset Coordinator

Nupqu Resource Limited Partnership (associated with Ktunaxa Enterprises Ltd.) is a growing First Nations–owned environmental consulting firm with offices in Cranbrook, Castlegar, and Fernie, BC. Nupqu provides environmental, biological, archaeological, forestry, contract management, and safety-related consulting services throughout the Ktunaxa Traditional Territory.

This position is required immediately. The successful applicant will be responsible for the safety, maintenance, and upkeep of fleet (trucks, snowmobiles, trailers, and UTVs), supplies and assets across 5 locations in BC. This role will report to the Operations Manager.

Duties include but are not limited to:

- Supporting Project Managers by ensuring the availability of trucks, snowmobiles, UTVs, trailers, field equipment, PPE and supplies for project work.
- Working closely and maintaining relationships with automotive/equipment service shops and suppliers to ensure the fleet is serviced according to maintenance schedule.
- Maintaining accurate and up-to-date service records.
- Reviewing and approving invoices related to fleet and equipment.
- Performing routine fleet and equipment inspections to ensure compliance, functionality and cleanliness.
- Updating and maintaining reporting spreadsheets.
- Reviewing vehicle inspection forms and addressing deficiencies in a timely manner.
- Ensuring adequate supply of equipment and supply inventories.
- Communication of scheduling and coordination of truck / equipment / assets to field technicians.
- Provide PPE & equipment to teams as per project manager request.
- Procurement of PPE and supplies as needed.
- Liaising with snow removal provider, truck rentals, etc.

Preferred Skills:

- Highly organized and able to manage time effectively
- Ability to work independently and self-motivate
- Embraces technology and comfortable with software tools
- Desire to continually improve and drive new initiatives
- Skilled in Microsoft Excel and data analysis
- Proficient with Microsoft Office, including Outlook email and the Microsoft Teams platform
- Familiarity with all aspects of office procedures
- A post-secondary education in Business or other related academic field of study is preferred.
- Previous work experience (>2 years) in a related position.
- An understanding of vehicles, recreational equipment, and trailers is an asset.
- Be a leader in safety



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Travel Requirements

- Occasional travel to other satellite offices as well as field operations within the Ktunaxa Territory.

Salary

- From \$57,000 - \$60,000 per year

Please submit your cover letter and resume marked “Asset Coordinator - Confidential” to Human Resources at: hr@nupqu.com.

As we strive to provide employment opportunities, we encourage Ktunaxa citizens and other Indigenous peoples to identify themselves in their application.

