

Backwoods Energy Services is seeking a part-time/casual Security Dispatcher to work weekends and some weekdays at our Nisku Location

Wage: \$20/hour

What we offer:

- **\$1000 Signing Bonus**
- **Reliable Work hours**
- **Competitive Wages**
- **A competitive Health Benefit Package**
- **Flexible Shifts to suit a work life balance**
- **Training Opportunities**
- **Career Growth Opportunities**
- **Recognition Programs**
- **Making impacts within Indigenous Communities and People**

Job Responsibilities:

- **Continuously audit and verify coverage of schedule**
- **Provide command, communications and control functions for the security staff deployed in the field**
- **Receive client requests and schedule guards for shifts as necessary**
- **Provide field staff with accurate schedules on a weekly basis**
- **Handle dispatch of emergency calls**

- **Maintain attendance/absenteeism reports and communicate any recurrent absenteeism to the Security Operations Coordinator**
- **Monitor Scheduling software (deputy) to ensure Security Guards are scheduled appropriately in a manner that matches our Hours of Work Averaging Agreement**
- **Ensure all communications to guards and customers are clear, concise and completed in a professional and timely manner**
- **Proactively address problems and requests by transmitting information or providing resolutions**
- **Manage & track company assets distributed to employees**
- **Utilizing a variety of company software programs efficiently and correctly to perform assignments, manage assets, update and log changes**
- **Other duties as assigned by the company from time to time.**

Availability:

- **Work indoors at our Nisku, AB security office.**
- **2-3 Shifts per week, Weekend Overnights**
- **Shifts are generally 8-12 hours per day; Hours of Work Averaging Agreement in place.**
- **Overtime and weekend work may be required**

Job Requirements

- **1-2 years proven experience in staff dispatching, scheduling or relevant position**
- **Police Record Check**
- **ABST training/AB Security Guard License**

- **Intermediate knowledge of Microsoft Office Suite (Word, Excel, and Outlook) is essential**
- **Experience with Deputy & Track Tik an asset**
- **Full availability including days, afternoons, nights, weekends & statutory holidays**
- **Ability to travel to remote locations to conduct site visits – 10-20% travel required**
- **Ability to maintain composure under pressure**
- **Demonstrated ability to work effectively in a high stress, deadline driven, ever-changing work environment while prioritizing tasks and assignments**
- **Ability to handle multiple tasks and maintain organized workflow**
- **Strong communications skills and the ability to build effective working relationships with a variety of stakeholders**
- **Demonstrated analytical and problem-solving skills**
- **Exceptional data entry skill and typing speed**
- **Sound judgement and critical thinking skill set**

Please note that only Permanent Residence and Canadian citizens are eligible for consideration

Job Types: Part-time, Casual, Permanent

Salary: \$20.00 per hour

Benefits:

- **Casual dress**
- **On-site parking**

Schedule:

- 12 hour shift
- 8 hour shift
- On call
- Weekend availability

Supplemental pay types:

- Retention bonus
- Signing bonus

Ability to commute/relocate:

- Nisku, AB T9E 0G6: reliably commute or plan to relocate before starting work (required)

Application question(s):

- Our mission is to drive economic opportunity by empowering Indigenous people and communities. Do you identify as part of one of the following Indigenous groups: Alexis Nakota Sioux Nation, another First Nation, Métis, or Inuit? If so, which? This is not a mandatory question and if you prefer to not disclose this information, you may leave this field blank.
- If you were referred by a Backwoods Employee, please indicate the

name of the referring employee in the space provided

Experience:

- staff dispatching or scheduling: 1 year (required)

Licence/Certification:

- ABST/Alberta Security License (required)



ALEXIS NAKOTA
SIOUX NATION

Shift availability:

- **Night Shift (preferred)**
- **Overnight Shift (required)**

Work Location: One location

CERTIFIED
Aboriginal Business

Canadian Council for
Aboriginal Business 

Driving economic opportunity by empowering Indigenous people and communities.