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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 Secheduling 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

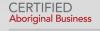
name of the referring employee in the space provided

### **Experience:**

staff dispatching or scheduling: 1 year (required)

## **Licence/Certification:**

ABST/Alberta Security License (required)







# **Shift availability:**

Night Shift (preferred)

Overnight Shift (required)

**Work Location: One location** 

