



[flyairnorth.com](http://flyairnorth.com)

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/ CANADA  
1.800.661.0407

PHONE  
867.668.2228



[chieftainenergy.com](http://chieftainenergy.com)

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

PHONE  
867.668.4441

## Employment Opportunity Chieftain Energy – Dispatcher

**Competition#:** 4N20-034  
**Wage:** Commensurate with Experience  
**Hours of Work:** Full-Time (35-40 hours per week)  
**Duration:** Permanent  
**Location:** Whitehorse, Yukon  
**Closing Date:** Until filled

The partners of Chieftain are excited and committed to powering Yukon's future and operating in business that enhances the lives of Yukoners, enriches the lives of its employees and shareholders and above all else delivers a competitive product to its customers. As an Air North employee via Chieftain you will be offered a top-tier benefits package that includes competitive salaries, extended health and dental, Group RRSP plans and extensive travel perks with various carriers hosted through MyID Travel.

The focus of the Dispatcher will be to ensure that all customers are provided with an uninterrupted supply of fuel and lubricants. This is a key role coordinating the allocation of product, dispatching, and scheduling activities of the transport department (while working closely with operations, finance, field operators, and office personnel) across Western Canada, primarily in the Yukon, Northwest Territories, and Northern British Columbia.

### Would you describe yourself as having:

- Ability to identify and troubleshoot problems in a very fast paced environment
- Have exceptional communication and organizational skills
- Always being approachable and professional; a real team player
- An adaptable and proactive manner with a commitment to continuous improvement
- Being flexible within your work days and outdoors in extreme Yukon climates
- Seasonal shift work may be required

### Key responsibilities include:

- Administrative, Fuel and Lubricant support
- Interacting with customers and drivers on a daily basis with clear communication
- Verifying paperwork prior to submission
- Reporting to management with daily bulk fuel sales/purchases and dispatch reports
- Monitoring internal fuel tank levels and dispatch fuel delivery orders
- Communicating with vendors/suppliers for loading petroleum products
- Insuring internal and external drivers are trained and qualified to perform duties required
- Continually optimize supply chain lubricants to ensure adequate inventory
- Oversee monthly inventory reconciliation and report variances
- Ensure new stocking orders are verified and accounted for upon delivery

### Qualifications/Conditions of Employment:

- 2-5 years' experience in lubricants/fuels; in an operational role
- Proven record of safety and operational excellence
- Aviation experience considered an asset
- Forklift experience considered an asset
- Class 5 drivers license
- Strong working knowledge of Microsoft Office, fuel management software/dispatch programs
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

### How to Apply:

Quoting competition #4N20-034, please submit your resume and cover letter to the Human Resources Department.

Email: [careers@flyairnorth.com](mailto:careers@flyairnorth.com)

**In Person:** Air North Office, 150 Condor Road, Whitehorse, Yukon

***Air North, Yukon's Airline is committed to employment equity, and has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 500+ employees.***

***We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.***

