



SNC • LAVALIN

Operations Control Centre Representative

Permanent, Full-time position (36-48 hours/week)

Located in Fredericton, NB

SNC Lavalin O&M is responsible for the operation, maintenance, and rehabilitation of the Route 2 Trans-Canada Highway between the Quebec Border to Longs Creek, as well as Route 95 from Woodstock to the US Border, until 2033. Our **Operations Control Centre Representatives** are crucial to this process, as they manage important processes such as:

- Internet based 2-way radio system
- Creating and scheduling maintenance work orders
- Open and continual communication between road patrol, maintenance groups, and management team
- Weather tracking and road condition reporting
- Accident response support (reporting and documenting all related issues to the appropriate personnel)

The position requires:

- Attention to detail (significant amount of data entry/typing required)
- Strong prioritization skills and organization abilities
- Very computer literate (Word/Excel/Outlook, as well as internal software)
- Effective communications skills and exceptional telephone etiquette
- Own transportation
- Bilingual (English/French)

The Operations Control Centre is a 24/7/365 operation, providing uninterrupted service and support to our team; OCCR's work 12 hour shifts, on a 2 week alternating rotation of nights and days. We offer a competitive wage, a benefits package, and advanced shift scheduling to promote a successful work-life balance.

Those interested in applying for this position are invited to send their résumé in confidence to:

Felicia Murphy, HR Contact

Email: brunwayjobs@snclavalin.com

or

By mail/ In person: 1754 Route 640
Hanwell, NB E3C 2B2