



Kitnuna is a heavy industry company that manages to put safety and people first, while dealing with the logistics of working in remote locations across the high arctic. As an Inuit-owned company, Kitnuna balances the challenges of operating in the arctic with respect for the people and the land. Our bases of operation are Edmonton, Alberta and Cambridge Bay, Nunavut with work sites across the high arctic.

Kitnuna is seeking to fill the **Manager** position within Kitnuna Petroleum Ltd., formerly known as Fred H. Ross & Associates Ltd. The successful candidate will be responsible for the storage and distribution of all petroleum products for the community of Cambridge Bay, Nunavut. This is a two-year term position with the possibility of an additional year.

Responsibilities include:

- overall responsibility to properly manage fuel inventory
- monitoring and maintaining operation of retail gas and diesel pumps
- working with staff to schedule and ensure delivery of home heating oil
- maintain proper quality control procedures and processes to ensure that aircrafts are refueled in a safe manner
- inventory management (tank dips) with daily/weekly/monthly reporting
- responsible for transfer of product from ship to shore; ensuring proper safety procedures followed and staff training in place prior to receipt of fuels
- development and implementation of quality control processes and procedures
- ensure compliance with all regulations in regards to health and safety operations and training
- ensure preventative and mandatory maintenance on all equipment is completed
- assist administrative staff by ensuring information for billing and other purposes is recorded and maintained
- ability to provide continued good customer service and improve processes
- develop, train and mentor your own team of 5-7 staff

Kitnuna is in the process of a major upgrade and retrofit on the tank farm in Cambridge Bay. The successful candidate will have a great deal of input into the new tank farm system designs and operations.

Requirements:

The ideal candidate will have a degree/diploma in a related field and considerable experience 5+ years in petroleum products. At least two years of management experience, combined with supervisory experience. Have or have

the ability to hold a Class 3 drivers license with air brake endorsement. Experience in refueling aircraft, inventory control and monitoring preferred. Must be able and willing to 'fill in' and deliver fuel when required.

Successful candidate will be required to train a successor. The position will be based in Cambridge Bay, Nunavut. Rotations will not be considered. Kitnuna offers competitive wages and an excellent compensation package based on experience. Please state salary expectations in covering letter.

www.kitnuna.ca

Deadline for Applications: October 15, 2009

Apply to:

Personnel Manager
Kitnuna Group of Companies
11665 - 147 Street
Edmonton, Alberta T5M 1W3

OR
Fax: (780) 447 – 3664
Email: jobs@kitnuna.ca

Kitnunas' objective is 'to provide successful economic development and contribute to the social and cultural wealth of the Kitikmeot Inuit.' To achieve these goals and to have a more representative workforce, preference will be given to Nunavut Land Claims Beneficiaries and those able to speak/read Inuinnaqtuin or Inuktitut.

Only those applicants selected for an interview will be contacted.