



To apply, please send your resume together with a cover letter explaining why you feel you are suitable to:

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ByWA is a Joint Venture arrangement between Bouygues Energies and Services and WASCO (Winnipeg Airport Services Corp). ByWA holds a long-term service contract with WAA (Winnipeg Airport Authority) to provide a range of support services at the Winnipeg Richardson International Airport.

Administrative Quality Coordinator

An opportunity has arisen for an Administrative Quality Coordinator to support site specific and corporate policies and procedures. You will work with our two Operational Managers and a Quality Systems Manager to ensure processes and procedures are developed, updated, implemented and communicated in a timely fashion. You will be the ISO champion supporting and administering the contract document control management system for ByWA. You will act as the subject matter expert for the ByWA and drive continuous improvement of the quality management systems. **This position is located at Winnipeg James Richardson International Airport.**

Key responsibilities include:

- Assist in the development of and provide support for the internal auditing and quality control functions for all operational departments and produce reports for the client
- Review existing corporate policies, procedures and other documentation and make suggestions to develop procedures and processes to meet key performance indicator expectations
- Audit operational methods and processes and create recommendation reports to stakeholders and clients
- Work with key personnel to assist in developing, supporting and implementing ISO compliant working procedures and processes for all departments
- Administer the document control function and manage the document control library (i.e: work procedures, work instructions, manuals, forms and checklists
- Support the ISO and Management System Audit programs including regular inspections regimes, periodic and targeted audits and lead the monitoring and closing of all actions arising.
- Support staff work schedules, vacation planning, payroll and uniforms ordering for all employees across departments
- Provide administrative support (book meetings rooms, take meeting minutes, maintaining and updating intranet portal, etc) for the Management team by drafting correspondence and reports as necessary and ensuring that all paper and electronic filing is effectively managed and maintained to provide for ease of access to data.

With a minimum of three years work experience in quality and administrative coordination, you must have key attention to detail aptitude. You have a strong knowledge of Microsoft Excel, Word, Powerpoint and Visio and have a strong knowledge of document control and administration. You have experience supporting and developing a working culture of quality and process. In addition, you must be able to generate proficient reports and have excellent time management and multi-tasking skills. You will be required to pass RAIC security clearance requirements. We offer an attractive salary to the skills and experience you bring to the role.

**BOUYGUES ENERGIES & SERVICES IS CONTINUALLY WORKING TOWARDS BEING
AN EQUAL OPPORTUNITIES EMPLOYER.**