



Nuna Logistics Limited is committed to providing dependable and comprehensive construction, logistics, contract mining, and support services to the mining industry in northern Canada.

Nuna Logistics Limited is currently accepting resumes for the following position:

TRAVEL COORDINATOR

The Travel Coordinator will be based in the Yellowknife office of Nuna Group of Companies. This individual will be responsible for liaising with the Human Resources Department in Edmonton, AB to coordinate and manage the movement of Nuna Personnel and Sub-Contractors to their respective work sites from their points of hire.

The incumbent should:

- have excellent verbal communication skills
- possess a high level of urgency in dealing with flight and hotel accommodation bookings as the needs arise
- have flexibility in their work schedule to deal with weather delays and any other last minute requests
- proficiency in Microsoft Office Programs
- have experience in working with remote work sites
- be personable and service-oriented
- excellent record keeping and reporting skills
- have a Grade 12 diploma

Closing date: Friday, March 19, 2010.

Reference No.: SO-2010-TC

Resumes can be faxed or emailed to: 867-766-3005 or hr@nunalogistics.com

We thank all applicants in advance for your submissions, however only those chosen for an interview will be contacted. No phone calls please.