

JOB TITLE: L ATP Reporting Coordinator **DIVISION:** Lower Churchill Project

DEPARTMENT: SNC – Lavalin – Program Contractor **LOCATION:** Based in Goose Bay, Labrador covering multiple field locations

DIRECTION RECEIVED:

Under the general direction of the Reports Technician

DIRECTION EXERCISED:

Reporting to the Reports Technician, this position will not have any direct subordinates. Direction exercised will include Prioritization of work activities and judgment decisions in order to avoid conflicts with assignments ensuring the completion of assigned tasks in a timely and efficient manner.

SUMMARY OF JOB FUNCTION:

The L ATP Reports Coordinator will support the activities of L ATP in all aspects of the field programs. This scope will require weekly field presence during the execution of the 2010 Field Program.

PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:

The following is being executed as a contract scope of work:

- Receives Direction directly from the Reports Technician
- Assist in the development of daily reports and the monitoring of performance and statistics as required by the program. This is a field position.
- Assist in reporting all incidents and accidents promptly in accordance with Nalcor procedures
- Attend meetings on involving the L ATP.
- Participate in Nalcor Energy's Emergency Response Plan (ERP)
- Works Independently
- Compose memos and other correspondence for both internal and external purposes
- Presentation and completion of documents in a professional manner
- Have excellent working knowledge of current software and hardware applications
- Travel - make travel arrangements, complete travel authorization forms, travel claims, etc
- Incoming and outgoing mail
- Monitoring and redirecting calls, arranging conference calls both operators handled and dial-in.
- Faxes
- Conversion of documents to send via different mediums.
- Photocopying
- Actively involved in the field Safety and Health Program

The following Field programs are planned to be carried out in the 2010 Field Season:

1. Muskrat Falls Field Program which includes the gathering of geotechnical data for the Dams, Powerhouse, Spillway and other Key Structures of the Project, the identification of material sources and other design related data as required.
2. Gull Island Field Program which includes the gathering of geotechnical data for a Bridge across to the Southside of the Churchill River and other design related data as required.

3. Other related Scopes of Work may be added.

"Shall work in accordance with the Health and Safety Policies & Procedures and strive to eliminate any potential risk which could result in personal injury or occupational illness."

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures."

JOB SPECIFICATIONS

EDUCATION:

Currently enrolled in a university or college program

EXPERIENCE:

No experience is required for this position

SPECIAL SKILLS, JOB REQUIREMENTS, WORKING CONDITIONS, ETC.:

- Must have well developed oral and written communication skills, including familiarity with the use of computer applications
- Travel may be occasionally required. A class 5 driver's license is considered an asset.

Interested individuals may submit their resume by email at careers@latp.ca or in person at LATP office at 324 Hamilton River Road, Happy Valley-Goose Bay. Deadline is 4 pm Wednesday July 7.