

Position Title: Shop Hand
Position Location: Calgary, Alberta (shop location)
Reports to: MWD Manager and EM MWD Manager

Position Overview

The Shop Hand is responsible for the day-to-day operations of Pacesetter's Measurement While Drilling (MWD) facility. The Shop Hand will maintain and fix any issue with the MWD kits / components and update the MWD Manager with what tools or kits are available for use in the field.

Responsibilities

- Assisting with the assembly and preparation of MWD kits and related equipment
- Testing field components; transducers, RFD's, and laptops
- Providing hot shot service to the field (potentially several times each week); this requires running tools and equipment to job sites - additional compensation is provided for this service
- Filling out parts orders and updating the internal system
- Operating a forklift, as needed
- Maintaining a safe and clean work environment at all times
- Completing routine errands for the shop, including picking up orders (Greyhound and Air Canada)
- All other duties associated with maintaining the shop to ensure we are providing exceptional customer service to our clients

Education, Experience, Technical Qualifications

- High school diploma required
- Valid driver's license with clean driving record
- Experience in a warehouse or shop environment would be a definite asset
- Knowledge of mechanical parts, industry specific tools and equipment usage preferred
- Proven to have a strong customer service focus
- Basic computer skills for updating equipment in the internal system

Candidate Profile

- Must be eligible to work in Calgary, Canada (no relocations)
- Available to accommodate on call shifts after hours
- Must possess a strong attention to detail when completing tasks
- Ability to manage multiple priorities independently in a fast-paced environment; must regulate the allocation of time and resources effectively
- Requires a strong work ethic with the ability to demonstrate reliability
- Good communication skills, both written and verbal

If you are interested in this position please send your resume and cover letter with subject line "Shop Hand" to careers@pacesetterdirectional.ca. Thank you for your application.