



Niiwin Wendaanimok Limited Partnership

Job Description

Part-Time Driver

Location: Member Communities and the Kenora Region

Part-Time Driver

Niiwin Wendaanimok Limited Partnership (NWLP) is seeking a reliable, safety-conscious, and professional Part-Time Driver to provide transportation for participants attending our workforce development and training programs throughout Northwestern Ontario.

The successful candidate will be responsible for safely transporting participants between designated pickup locations and training facilities while ensuring a positive, respectful, and dependable transportation experience.

Position Type

Part-Time

Hours will vary depending on program schedules and operational needs. Transportation is primarily required before training begins in the morning and after training concludes in the afternoon. Applicants must be available to work flexible hours, including split shifts, with occasional evenings and weekends as required.

Key Responsibilities

- Safely transport participants to and from designated pickup locations and training facilities.
- Ensure participants arrive safely and on time for scheduled training.
- Follow established transportation schedules and routes.
- Conduct daily pre-trip and post-trip vehicle inspections.
- Maintain the cleanliness and general condition of the assigned vehicle.
- Report vehicle maintenance issues, damage, or safety concerns promptly.
- Complete mileage logs, vehicle inspection reports, and other required documentation.
- Communicate effectively with program staff regarding transportation schedules, delays, or participant-related concerns.
- Comply with all Ontario traffic laws and NWLP policies and procedures.
- Represent Niiwin Wendaanimok Limited Partnership in a professional, respectful, and courteous manner at all times.



Qualifications

- Safe and responsible driving record.
- Reliable, punctual, and dependable.
- Strong communication and interpersonal skills.
- Ability to work independently and manage time effectively.
- Knowledge of Northwestern Ontario communities is considered an asset.
- Experience transporting passengers is considered an asset.

Requirements

The successful candidate must:

- Hold a valid Ontario Class G driver's licence.
- Provide a current Ontario driver's abstract demonstrating a safe driving record.
- Successfully complete a Criminal Record Check.
- Be available to work flexible hours, including split shifts.
- Be able to travel throughout Northwestern Ontario as required.
- Meet NWLP's vehicle insurance requirements.

What We Offer

- Competitive hourly wage.
- Flexible work schedule.
- Company vehicle provided while on duty.
- Opportunity to support Indigenous workforce development and training initiatives.
- Positive, respectful, and collaborative work environment.

How to Apply

Interested applicants are invited to submit the following by e-mail to Romano Sicat, Training Program Coordinator rsicat@niiwinwendaanimok.com:

- Cover letter
- Resume
- Current Ontario driver's abstract

Applications will be accepted until the position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



Niiwin Wendaanimok Limited Partnership is committed to fostering an inclusive workplace and encourages applications from all qualified candidates, particularly First Nations, Métis, and Inuit applicants. Accommodations are available upon request throughout the recruitment process.