



Sudbury Student Services  
Consortium  
de services aux élèves de Sudbury



An organization between Rainbow District School Board, Conseil scolaire catholique du Nouvel-Ontario, Sudbury Catholic District School Board and Conseil scolaire public du Grand Nord de l'Ontario to offer student transportation

Invites Applications for the Position of a Permanent  
**ROUTE PLANNER**

Reporting to the Assistant Manager, the Route Planner will support him in organizing and managing the transportation operations of the Sudbury Student Services Consortium in order to achieve safe, efficient, effective and fiscally responsible transportation services for students.

A flexible schedule will govern hours of work, where the core hours of the workday shall be between 7 a.m. and 5 p.m, Monday to Friday. The annual average weekly hours will be 35 hours.

Qualifications/Experience/Skills:

- Post-secondary education/College Diploma in Office Administration, Geographic Information Systems or a combination of equivalent education and work experience;
- Three years of work experience preferably in a related position;
- Excellent verbal, written, facilitation and interpersonal communications skills in both official languages;
- Ability to demonstrate tact, diplomacy, discretion and good judgement;
- Ability to prioritize work;
- Ability to manage stress;
- Ability to work independently as well as effectively work in teams;
- Proficient computer skills;
- Familiarity with a student transportation software is an asset.

The Consortium offers a competitive salary and comprehensive benefit package.

The resume, cover letter and references should be marked "Personal and Confidential" and include the names and telephone numbers of at least three professional references and is to be forwarded by 4:30 pm on Friday, March 22<sup>nd</sup>, 2019 to:

Renée Boucher, Executive Director  
Sudbury Student Services Consortium,  
199 Travers Street, Sudbury, ON P3C 3K2  
Fax: (705) 521-1344 E-mail: [boucherr@businfo.ca](mailto:boucherr@businfo.ca)

The Sudbury Student Services Consortium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**We thank all applicants for their interest, however, only those selected for interview will be contacted. All offers of employment are conditional upon receipt of an original criminal background and vulnerable sector check acceptable to the Consortium.**