

Satellite Office Manager (NWSCC)

****This position is contingent on contract award****

The North Warning System (NWS) is a joint United States and Canadian radar system that includes 47 radar sites spanning the Arctic from Labrador to the Alaska border. The NWS provides the capability to detect airborne threats across North America's polar region, providing a command and control capability to the Canadian Air Defence Sector (CADS) of the North American Aerospace Defence Command (NORAD).

Raytheon will provide Operations and Maintenance (O&M) of the NWS system including full care, custody, and control of the entire NWS and its components. This includes 47 radar sites; five logistics support sites (LSSs), a monitoring and control center, and a radar depot. Key activities include radar, equipment and facilities maintenance/repair; logistics support; and remote monitoring and control.

NWS is divided into five zones, supported directly from a Logistics Support Site (LSS) within each zone. LSSs are located at Inuvik, NWT; Goose Bay, Labrador; Cambridge Bay, Hall Beach, and Iqaluit, Nunavut.

Raytheon seeks one **Satellite Office Manager for the NWS Support Centre Manager (NWSSC)** who serves as liaison to the Commanding Officer, schedules and oversees zone work, responds to incidents involving radar site operations and supports activities/visits initiated by the client. The focus of the NWSSC is to provide depot level maintenance, training, and logistics support for the AN/FPS-124 radar, Long Haul Communication Network (LHCN) equipment, and electronic control components of the NWS Power Generation System (PGS) and their associated Static Uninterruptible Power Supply (SUPS) units.

Job Description:

- Plan, schedule, and execute logistics and maintenance support for assigned NWS sites within the zone.
- Supervise all personnel and liaise with outside agencies to meet or exceed contract requirements
- Communicate daily with other NWS elements via the Long Haul Communications Network (LHCN). Resolve issues in adherence with policy, project procedures and station management expectations. Plans and coordinates station projects to mitigate requirement conflicts. Enforce facility and company policies.
- Oversee inventory control of Government Furnished Equipment and Government Supplied Materiel through standardized and documented procedures, including cataloging and establishing stock levels, requisitioning and procurement processing, receipts & issues, disposal transactions.
- Take a leadership role for safety on station. Work to promote and enforce safe work practices and conduct surveys and investigations, as required.
- Manage and coordinate staff training and personal/professional development.
- Manage Quality, Environment, Health and Safety requirements in conjunction with and direction from the Quality, Environmental and Safety Officers.

Requirements, Knowledge, Skills, Experience, and Basic Qualifications:

- Post-secondary degree or diploma in a trade or technical field and/or a minimum ten (10) years of collective experience directly related to one or more requirements of their position.
- Experience working with Maximo and the Microsoft Office product suite.
- Clearance Type Secret level security clearance issued by CISC/PWGSC

Required Education (including Major):

- Post-Secondary Degree or Diploma in a Trade or Technical Field from a university or a college which has been granted the authority to award degrees or diplomas by its provincial ministry of education, and be a member of the Association of Universities and Colleges of Canada (AUCC) or Association of Canadian Community Colleges (ACCC), as appropriate and/or the minimum stated experience requirements. Degrees and diplomas from educational institutions outside of Canada can be accepted, provided they are granted equivalency from a Canadian university or college meeting the listed requirements.

Desired Knowledge, Skills, and Experience:

- Strong customer relations skills and cultural awareness and sensitivity.
- Familiarity and proven success with working in the Canadian Arctic, harsh conditions and isolation.

Successful candidates will be required to complete a criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

For more details on the position/requirements and to apply, please visit www.raytheon.com/careers. To locate this specific posting select Job Search on the left and enter **46649BR** in the Keyword or ID search box. Select the Apply button and follow the steps to submit your resume.

Team Raytheon is committed to providing long-term, sustainable and meaningful economic benefits for Inuit Beneficiaries and their communities through activities such as on-the-job training, mentorship and skills development at all levels of employment. If you are an Inuit Beneficiary or a Land Claim Beneficiary from the Nunatsiavut, Nunavut or Inuvialuit Settlement Region you are encouraged to submit your resume. Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.