



## Lead Housekeeper/Administrative Assistant - Waasigan Transmission Line Project

627 Squier St, Thunder Bay, ON P7B 4A7, Canada

Full-time

### Company Description

#### WHO ARE WE?

Dexterra Group is a fast-growing, financially strong, publicly listed company (TSX:DXT). We have a far-reaching presence across the entire continent North America with hundreds of full-time and part-time opportunities at any given time. We aim to provide our people with more than just a job – we offer fulfilling opportunities in a culture that promotes stability, diversity and inclusion, camaraderie, employee recognition, work-life balance, and doing what you love. For over 75 years, the companies that began independently, and now form Dexterra Group, have been dedicated to serving North American clients to create and manage built environments that play a vital role in our economy and our local communities. And, that's something we're truly proud of. **Work That Matters, People Who Care.**

#### Horizon North- Chi Mino Ozhitoowin (CMO) Joint Venture Partnership:

Horizon North is partnered with Chi Mino Ozhitoowin (CMO) to provide an essential spectrum of camp, catering and infrastructure services to the Waasigan Transmission Line Project. CMO LP is owned by Eagle Lake, Gakjiwanong Anishinaabe Nation (formerly Lac La Croix First Nation), Fort William, Seine River, Lac Seul and Nigigoonsiminikaanning First Nations and Ojibway Nation of Saugeen. This partnership is rooted in the shared values of cultural preservation, community well-being and sustainable development and aims to harness the opportunities presented by the Waasigan Project. Through mutual understanding and collaboration we aim to support social-economic growth by offering meaningful employment and economic benefits for partner communities and individuals.

### Job Description

#### WHAT'S THE JOB?

The Lead Housekeeper / Administrative Assistant is a hands-on leadership role responsible for supporting the housekeeping and janitorial teams while assisting with administrative, guest service, and dining operations. This role ensures the cleanliness, safety, and smooth functioning of the camp through active supervision, mentorship, and direct operational support. The successful candidate will lead by example, promote a strong safety culture, and contribute to a positive guest and team experience.

#### The position involves a remote work lifestyle in a camp setting with the following amenities:

- All meals and accommodations are provided
- Travel is provided to and from the site locations from designated locations in the Thunder Bay, Dryden and surrounding area
- Private room with cable television
- Access to Wi-Fi
- Access to laundry facilities and detergents
- Access to a gym and common areas

#### Key Responsibilities:

- Housekeeping & Janitorial Leadership
  - Supervise and work alongside housekeepers and janitors to maintain cleanliness standards in guest rooms, washrooms, common areas, and facilities
  - Conduct daily inspections and provide coaching to ensure compliance with company standards

- Assist with deep cleaning, inventory management of linens and supplies, and waste disposal
- Monitor and report maintenance issues promptly
- **Administrative & Guest Services**
  - Assist with guest check-ins, check-outs, and luggage handling
  - Operate and maintain the camp reservation system (e.g., Camp Logistik)
  - Prepare and submit daily/weekly reports related to occupancy, housekeeping, and inventory
  - Support the Camp Manager with scheduling, payroll input, and training records as needed
- **Dining & Service Support**
  - Assist General Helpers during meal service periods to stock, clean, and maintain the dining room and service areas
  - Ensure dining areas meet hygiene and presentation standards
  - Help with setup and breakdown of special events or group functions
- **Safety Leadership & Compliance**
  - Actively promote and participate in the Don't Walk By program
  - Review and verify Field Level Hazard Assessments (FLHAs) and Job Hazard Analyses (JHAs)
  - Ensure all team members follow WHMIS, PPE, and safe work procedures
  - Lead by example in all safety practices and emergency procedures
- **Training & Development**
  - Coach, mentor, and develop housekeeping and janitorial staff
  - Conduct onboarding for new team members and ongoing training in cleaning standards, safety, and customer service
  - Support performance management and corrective action processes under the direction of the Camp Manager

**Physical Demands:**

- Frequent standing, walking, bending, lifting (up to 50 lbs), and carrying
- Extended periods of indoor and outdoor work in various weather conditions
- Use of cleaning equipment and chemicals with appropriate PPE
- Ability to work 12-hour shifts in a rotational schedule

**Working Conditions:**

- Remote camp environment with shared accommodations
- Exposure to cleaning chemicals, variable temperatures, and high-traffic areas
- Fast-paced, team-oriented setting with occasional high-pressure periods

**Qualifications**

**WHO ARE WE LOOKING FOR?**

**Qualifications & Skills:**

- Minimum 3 years of experience in housekeeping, janitorial, or hospitality supervision
- Experience with reservation systems and basic administrative/reporting tasks
- Strong understanding of safety programs (FLHA, JSA, WHMIS, Don't Walk By)
- Excellent communication, leadership, and mentoring skills
- Ability to work hands-on and support multiple departments
- High school diploma or equivalent; hospitality or safety certification an asset
- Proficiency in English; additional language skills beneficial

**Core Competencies:**

- Safety-First Mindset – Leads by example, promotes safe behaviors, and ensures compliance
- Team Leadership – Coaches, motivates, and develops staff to meet company standards
- Operational Flexibility – Willing to assist in housekeeping, admin, and dining as needed
- Attention to Detail – Ensures high standards of cleanliness, reporting, and guest service
- Initiative & Problem-Solving – Proactive in identifying issues and implementing solutions

**Additional Information**

## WHAT'S IN IT FOR YOU?

- Competitive daily pay and full group benefits starting from date of hire including employer-matching retirement savings plan.
- Travel provided to and from camp from designated departure hubs.
- Full accommodations, including meals, private room, Wi-Fi, gym, laundry, and recreation access.
- Opportunities for cross-training and advancement within a growing organization.
- A strong safety culture and supportive team environment.

## Work schedule and remuneration:

Lead Housekeeper/Administrative Assistants work on a rotational schedule of 3 weeks on/3 weeks off. Site locations are in remote settings, requiring either air travel to site, or via ground on our shuttle. You may be required to work nights, weekdays, weekends, and general holidays. Wages are paid on a daily basis of \$255.00.

Dexterra Group is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status, or any other legally protected factors. Disability-related accommodations during the hiring selection process are available upon request.

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## Job Location



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