



Transportation & Accommodation Agent

Job Summary

Under the supervision of the Transportation and Accommodation Coordinator, the Transportation and Accommodation Agent is responsible for supporting daily activities related to travel planning, room assignments, and the coordination of employee lodging. He/she ensures efficient service delivery while maintaining accurate information and adherence to established procedures.

What Success Looks Like for the Transportation and Accommodation Agent

Success is achieved when employee travel and lodging are organized efficiently, reservations are accurate, requests are handled promptly, and employees receive courteous, high-quality service that supports smooth operational continuity.

RESPONSIBILITIES AND DUTIES

Specific Responsibilities

- ❖ Make transportation reservations.
- ❖ Coordinate accommodation bookings according to rotation schedules and operational needs.
- ❖ Ensure room assignments and follow-up for on-site lodging.
- ❖ Maintain up-to-date transportation and accommodation records.
- ❖ Confirm itineraries and communicate relevant information to employees.
- ❖ Respond to employee inquiries regarding travel and lodging.
- ❖ Collaborate with service providers to ensure availability of required services.
- ❖ Process changes, cancellations, or unforeseen situations related to travel.
- ❖ Prepare required administrative documents and ensure proper filing of records.

Operational Management

- ❖ Ensure the accuracy of all travel and lodging information.
- ❖ Meet reservation and confirmation deadlines.
- ❖ Collaborate with various departments to meet operational needs.
- ❖ Identify logistical issues and report them to the Coordinator.



- ❖ Contribute to the continuous improvement of administrative processes.
- ❖ Perform any other related duties necessary for the proper functioning of the department and reasonably associated with the nature of the position.

Health and Safety Compliance

- ❖ Strictly apply workplace health and safety procedures.
- ❖ Properly use personal protective equipment (PPE).
- ❖ Report any hazardous situation, anomaly, or risk condition observed on site.

QUALIFICATIONS AND REQUIRED PROFILE

Education and Experience

- ❖ College diploma (DEC) in administration, logistics, tourism, or a related field.
- ❖ Minimum of two (2) years of experience in an administrative role.
- ❖ Experience in an industrial or mining environment (an asset).
- ❖ Strong proficiency with computer tools.

Languages

- ❖ Bilingual French–English required.

Personal and Professional Skills

- ❖ Ability to meet deadlines.
- ❖ Strong attention to detail.
- ❖ Rigor, discretion, and a strong sense of professional ethics.
- ❖ Good communication skills.

WORKING CONDITIONS

Work location: Troilus Mine Site
Schedule: 14/14 rotation
Hours per day: 12 hours
Salary: To be determined
Benefits: Group insurance
Work environment: Multicultural and dynamic

Interested candidates must submit their résumé by October 19th, 2026, to cv@troilusmining.com and indicate the job title in the subject line. Only candidates selected for interviews will be contacted.