

Service Administrative Assistant

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Service Administrative Assistant for our Red Deer Head Office to join our team. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The successful candidate will be responsible for:

- Opening and closing service orders
- Quality control documentation and data entry
- Assist with product warranty processing
- Assist with invoicing
- Enter daily time sheets/cards
- Assist with scheduling technicians
- Assist with customer service calls
- Manage coverall rental program as well as current inventory
- Other duties as required

The position requires:

- SAP experience a definite asset
- High school diploma; Business Admin Diploma an asset
- 3+ years of experience in an administrative role
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Excellent use of Microsoft Skills and other programs, such as Adobe, PDF, Photoshop, etc.
- Able to manage online calendars
- Self-motivation; the ability to work in a very dynamic environment
- Able to consult with people and seek innovative solutions
- Effective and professional communication skills to both our internal and external clients
- Able to address issues with certainty, assertiveness and with the company's best interests at the forefront
- Strong attention to detail
- Effective time management, including the ability to anticipate and deal with the effects of change
- Commitment to Collicutt Core Purpose and Core Values

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals and consider mutual RESPECT to be the key to building a cohesive, productive Team.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume to Human Resources, along with your salary expectation, and availability date by responding to this ad.

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way

