

Field Service Administrator

Collicutt Energy Services Corp. is a recognized expert in engine rebuild and servicing, and a leader in the natural gas and diesel power generation industry. We offer unlimited potential for success with our expanding, progressive, privately owned business. We recognize our team members as individuals and consider mutual RESPECT the key to building a cohesive and productive Team. Employment at Collicutt offers endless learning opportunities, a safety-first philosophy, mutual commitment, fun, and community involvement.

Our comprehensive compensation and benefits program includes:

Competitive Wages, Solid Group Benefits and Flex Spending Account, RRSP Matching, Referral Bonuses, Apprenticeships and Course Reimbursements.

Our Core Values:

*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*

We are currently looking for a full-time **Field Service Support Coordinator** to join our **Red Deer Head Office Service Team**. We are looking for someone who is ready for the opportunity to grow with the company and the industry.

Responsibilities:

- Process Business Partner credit applications
- Create and maintain customer accounts
- Run & post credit card payments/refunds
- Manage customers online payment & compliance portals
- Maintain customer job files and reoccurring payment schedules
- Contract/Service Agreement entry – New & Annual renewals
- Setup reoccurring service schedules & equipment cards
- Process invoices and credit memos in a timely manner
- Update WIP reporting system & present during bi-weekly department meeting
- Assist Coordinator with booking flights & accommodations for Technicians and other job-related personnel as required
- Other AR and Service support duties as required
- All other duties as required

Requirements:

- High School Diploma
- Business Administration Certificate or Diploma is considered an asset
- 3+ years of experience in an administrative role
- Proficiency in Microsoft 365 programs (Excel, Word, and Outlook)
- Experience using various software programs, such as Adobe, Photoshop, etc.
- Experience working with Field & Shop Technicians, including scheduling, prioritizing work, preparing work orders and jobs is an asset
- Ability to interpret quotes and rectify project costs
- Proficient in SAP software or other similar service order data management is considered an asset
- Experience with Diesel engines, MTU, CAT and Cummins products is considered an asset
- Project management or coordination experience is considered an asset

- Excellent problem-solving skills with strong analytical and decision-making skills
- Excellent organizational skills with a strong ability to communicate effectively, both written and verbal
- Ability to manage multiple calendars and schedules
- Self-motivated to thrive in a very dynamic environment
- Ability to collaborate with the team and seek innovative solutions
- Effective time management skills, including the ability to anticipate and adapt to change
- Excellent attention to detail and accuracy
- Ability to ensure the utmost confidentiality with proprietary information
- Commitment to Collicutt Core Values and Purpose

How to Apply:

If you are interested in this exciting opportunity please submit your resume, along with your salary expectation, and availability date to hr@collicutt.com or by applying to this job post through Indeed.ca.

~Don't wait any longer! Come be part of our FAMILY~

