

## Well Servicing 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 **Well Servicing Administrator** 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:

- Prioritize and organize workflow, schedules, and calendars to meet multiple internal and client deadlines
- Ensure all work is completed in accordance to estimates, client specifications and deadlines, and Collicutt's HSE policies and procedures
- Support the management team in establishing appropriate work methods to meet client requirements
- Create, support, and maintain agreements, including billing, scheduling, database information, service orders, customer hard files, and renewals
- Ensure all necessary paperwork is completed and submitted on time, as per billing process
- Ensure that all service programs, policies, and processes are carried out by all service personnel, including the daily completion of technician paperwork
- Build and manage technician schedules, including shift schedules, crew housing, crossover days, shop assignment, and making certain technicians are booked in advance
- Perform multiple functions in SAP, including but not limited to, creating and maintaining customer profiles and equipment cards, opening jobs, processing GRPO, WIP monitoring, and invoicing
- Assisting with the time approval process, including reviewing hours for accuracy, potential warranty, checking service history, as well as approving hours
- Assist with initiating warranty claims, processing, and invoicing
- Expense claim review for accuracy and obtain approval signatures prior to processing
- Book travel, hotel rooms and rental vehicles for department employees, as required.
- Coverage for Shop Coordinator or other positions, as required
- Performs other related duties, as assigned

### Requirements:

- High School Diploma
- Business Administration Certificate or Diploma
- 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
- Proficient in SAP software or other similar service order data management is considered an asset
- Diesel engine knowledge is considered an asset
- Experience with MTU, CAT and Cummins products is considered an asset

- Project management or coordination experience is considered an asset
- Ability to express issues with certainty, assertiveness, and with the company's best interests at the forefront
- Excellent problem-solving skills with strong analytical and decision-making skills
- Ability to interpret quotes and rectify project costs
- Excellent organizational skills and attention to detail, with a strong ability to communicate effectively, both written and verbal
- Self-motivated to thrive in a very dynamic environment
- Ability to collaborate with the team, seek innovative solutions, and develop an understanding of the inter-departmental relationships
- Effective time management skills, including the ability to anticipate and adapt to change
- Highly conscientious and reliable
- Ability to ensure the utmost confidentiality with proprietary information
- Superior interpersonal and client relations skills
- 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](mailto:hr@collicutt.com) or by applying to this job post through Indeed.ca.

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

