



TEMPORARY FIELD SERVICE ADMINISTRATOR

Collicutt Energy Services is a solutions-oriented, engine company. We specialize in custom manufacturing, repair, overhaul, and maintenance for all engine brands across diverse industries, consistently raising the standards for customer satisfaction. Our company culture emphasizes safety, respect and continuous learning, fostering an environment where employees can thrive professionally and personally. As a growing, privately-owned organization, we offer exciting opportunities for career advancement and the chance to contribute to cutting-edge energy solutions. Join Collicutt and be part of a collaborative team that values community involvement and shared success in the ever-evolving energy sector

We're excited to welcome a detail-focused **Temporary Field Service Administrator** to our Field Service team in Red Deer. Reporting to the Service Manager, you will play a vital role in ensuring daily operations run smoothly and efficiently. As the primary point of contact for our technicians, you will coordinate logistics, manage service documentation, and help drive operational excellence. Your responsibilities will include processing invoices and approvals, managing recurring billing, organizing job folders, and maintaining accurate equipment records. You will also review and distribute reports, handle SAP tasks such as time entry, contract setup, and purchase orders, and support the team by booking travel and training sessions while managing credit card expenses and maintaining the training matrix. Additionally, you will coordinate customer compliance by distributing necessary documents and managing the customer portal. When needed, you will provide back-up support to the Field Service Coordinator. If you are highly organized, excel in fast-paced environments, and are committed to supporting teams in achieving their best, we want to hear from you!

What You Bring

Required:

Minimum of 3 years of administrative experience, ideally within a technical or service-oriented environment.

Strong knowledge of SAP or comparable systems, with hands-on experience in purchase order creation, job setup, and invoice processing considered a significant advantage.

Demonstrated expertise in managing documentation, coordinating logistics, and maintaining professional communication.

Proficient in Microsoft 365 applications (Outlook, Excel, Word); familiarity with Adobe Creative Suite and Photoshop is a plus.

Exceptional attention to detail, strong problem-solving skills, and effective time management.

A collaborative team player with a proactive attitude, dedicated to upholding Collicutt's Core Values.

Why Collicutt?

Competitive wages and RRSP matching

Group benefits and flex spending account

Career development: apprenticeships, course reimbursements

A safety-first, family-oriented culture that believes in doing what's right and having fun while we win

Excited about this opportunity? Send your resume to hr@collicutt.com and make sure to include "Field Services Administrator" in the subject line.

We can't wait to hear from you!