



OPERATIONS ADMINISTRATOR - FRAC

Collicutt Energy Services is a solutions-driven engine company supporting customers across power generation, industrial engines, and Frac service operations. Our teams work in a fast-paced environment where accurate information, strong communication, and getting the details right matter.

We are seeking an experienced Operations Administrator – Frac to join our Red Deer Frac team. This role coordinates the administrative workflow behind both shop and field service operations, from opening a job through documentation, component tracking and billing readiness.

We're particularly interested in candidates with Frac, oilfield, heavy equipment, or industrial service experience who understand the pace and terminology of a service operation. You need to be highly organized, comfortable working under pressure, and able to shift priorities quickly when operational needs change.

What You'll Be Doing

- Open, maintain, and close service jobs in SAP and keep job information current
- Review technician paperwork, labour hours, parts usage, job coding and service documentation for accuracy
- Maintain customer, equipment, component and service records throughout the job lifecycle
- Track major components through internal and third-party inspection, repair, machining and testing
- Coordinate customer documentation, purchase orders, quotations, updates and completed invoice submissions
- Enter technician timesheets and support scheduling, travel and field-service logistics
- Identify missing or inconsistent information and work directly with technicians to get what is needed
- Keep multiple active jobs moving while adapting to changing priorities, deadlines and operational demands

What You Bring

- 3+ years of operations administration, service administration, service coordination or related experience
- Experience supporting shop or field service operations
- Experience in Frac, oil & gas, heavy equipment, power generation or industrial service strongly preferred
- Working knowledge of diesel engines, major components, overhaul processes and service terminology
- Experience with SAP or a similar ERP/service management system
- Understanding of work orders, job costing, invoicing and service documentation
- Strong Microsoft 365 skills, including Excel, Word and Outlook
- Exceptional organization, accuracy and attention to detail
- Ability to manage multiple priorities and deadlines under pressure
- Strong initiative, problem-solving skills and ability to work independently

What's in it for you?

- Competitive compensation
- Comprehensive group benefits



- RRSP matching
- Stable, year-round employment
- Fast-paced role with real operational responsibility
- Opportunity to build your technical knowledge of Frac equipment and engine systems
- Collaborative shop and field service environment

How to Apply

Submit your resume to hr@collicutt.com with **Operations Administrator** in the subject line.