SERVICE ADMINISTRATOR – HEAVY EQUIPMENT

Join Our Service Team!

Collicutt Energy Services is looking for an organized, detail-oriented **Service Administrator** to join our Red Deer Frac Service team.

This is an important role supporting our busy shop and field service operations. You'll work closely with technicians and management to ensure service jobs are properly documented, organized, and processed from start to finish.

We're looking for someone who takes initiative, communicates well, and enjoys working in a fast-paced environment where priorities can change throughout the day.

Experience in heavy equipment, automotive, oilfield, or industrial service is an asset, but not required. We're willing to train the right person who brings strong administrative skills and a willingness to learn.

What You'll Be Doing

- Create, update, and maintain service work orders and job records.
- Review technician timesheets, labour entries, and service documentation for accuracy.
- Track equipment and major components throughout the repair process.
- Assist with purchase orders, quotations, customer documentation, and invoicing.
- Communicate with technicians, management, and customers to ensure information is accurate and up to date.
- Maintain organized records and follow up on outstanding paperwork or missing information.
- Provide administrative support for both shop and field service operations.
- Manage multiple active jobs while keeping priorities and deadlines on track.

What We're Looking For

- 2+ years of administrative, office support, or related experience.
- Strong organizational skills and attention to detail.
- Comfortable using Microsoft Office, including Excel, Word, and Outlook.
- Ability to manage multiple priorities and work independently.
- Strong communication and problem-solving skills.
- A positive attitude, initiative, and a willingness to learn.

The following experience would be an asset:

- Administration in a mechanical, automotive, heavy equipment, or industrial service environment.
- Experience with work orders, invoicing, purchase orders, or job costing.
- Familiarity with SAP or other business management software.
- Knowledge of mechanical repair processes or service terminology.

What We Offer

- Competitive compensation based on experience.
- **Monday–Friday daytime schedule.**
- Stable, full-time, year-round employment.
- Comprehensive health and dental benefits.
- RRSP matching program.
- Paid time off.
- Supportive, team-oriented work environment.
- Opportunities to develop new skills and grow within the company.

Why Collicutt?

At Collicutt Energy Services, we believe in doing what's right, working together, and finding better ways to get things done.

You'll be part of a team where your work matters and where keeping things organized and running smoothly makes a difference every day.

Apply Today!

If you're an experienced administrator who enjoys staying organized, solving problems, and supporting a busy team, we'd like to hear from you.

Apply directly by sending your resume to hr@collicutt.com with ***Service Administrator*** in the subject line.