

Administrative Assistant

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Full time Administrative Assistant to join the Collicutt team in the Red Deer Head Office. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The position requires:

- High school diploma
- Business or office diploma/certificate preferred
- 3+ years of experience in an administrative role
- Accounting experience; such as accounts payable/receivable is an asset
- SAP or related ERP system experience is an asset
- *Excellent* organizational skills with a strong ability to communicate effectively verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment
- Strong attention to detail
- Knowledge of MS Office, Adobe Acrobat XPro or equivalent, Illustrator, Photoshop, etc.
- Effective time management, including the ability to anticipate and deal with the effects of change

The successful candidate will be responsible for:

- Work collaboratively with the Operations, Manufacturing & Accounting Departments on a wide variety of tasks (i.e. document control, spreadsheets, creating forms, creating reports, etc.)
- Assist the Manufacturing Department in creating project binders, turnover packages, purchase orders, purchasing/estimating, coordinating freight etc.
- Assist the Accounting Department with various duties such as collections, accounts payable, credit card/fuel card management, customer credit applications, reporting, preparing expense claims, annual filings etc.
- Setting up and maintenance of vendors, customers and users in SAP
- Enter data accurately into various systems (i.e. SAP, Excel, etc.)
- Updating forms and process documents
- Fleet administration (i.e. Insurance documentation, registration, permits, etc.)
- Backup for Reception
- Perform a variety of general office and day to day functions (i.e. filing, copying, etc.)
- Special projects and all other duties as assigned

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program.

Please submit your resume in confidence, along with your salary expectation, and availability date to HR@collicutt.com.

*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*

