



AREA SERVICE ADMINISTRATOR – 1 Year Contract

Job Purpose

The Area Service Administrator is the first point of contact for EQUS Members, current and prospective, and is responsible for providing support and customer service for clients inside and out of the organization in relation to the Area.

Duties

- Collect and record member information for service requests and forward to Estimator
- Create Member files for all projects
- Create Construction packages
- Ensure verification of ownership, line share, easements, caveats and utility right of way for all designs associated with all projects
- Calculate connection contribution
- Create and track work orders for Fortis construction and submit to Finance and Standards Administrator, if applicable
- Close work orders including: mapping updates, inventory confirmation, calculating final costs to member/customer and grant application .Scan files and send originals to Finance Manager
- Data input into the mapping system and print maps when required
- Maintain pole change data and coordinate with SCO
- Provide administrative support for all members of the Area Team.
- Receive calls and provide administrative support for: power outages, high load moves, service calls, member complaints, new service, construction – breaker calls, vegetation calls, Alberta One Call, Fortis calls, crossing consents.
- Document power outages and advise Operator In Charge; report to Area Manager Monthly
- Advise all affected members of pre-planned outages
- Create, track and maintain Bellamy work orders
- Receive and process member payments and forward to finance
- Other related duties, as required

Review and Approval of Work

This position reports to the Operations - Area Leader.

Job Requirements and Qualifications

- Responsible for following Corporate Safety Program.
- Strong computer skills and experience working with Microsoft Word and Excel.
- Strong organization skills and ability to multi-task on multiple projects concurrently.
- Strong customer services skills.



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Education and Experience

- Minimum completion of Grade 12 or equivalent.
- Post-secondary education in an Office Administration or related program, related experience, or a combination.
- Microsoft Office certification preferred.
- 1 - 2 years' experience in construction/project administration is an asset.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUS would like to thank you in advance for your resume. It will be kept on file for six months from the date it is submitted. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After six months your application, and any personal information collected about you during the verification process, will be destroyed.