

EQUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day, together we deliver quality electrical services to rural Alberta.

### Job Purpose

The Supply Chain Administrator is the first point of contact for EQUS Members and other visitors who enter the Corporate Office. It provides administrative support to the supply chain team (procurement and fleet). This position will monitor the maintenance of the corporate office building, including the alternative energy systems.

### Duties

Supply Chain and General Duties:

- General reception duties for the Corporate Office, greeting visitors, ensuring contractors have proper approvals and orientations.
- Shipping and receiving for Corporate office shipments.
- Organize and maintain relevant PO documentation as required by the Procurement Specialist.
- Fleet administrative duties – assisting with coordinating vehicle appointments as required by the Fleet Specialist.
- Input fleet invoices and vehicle maintenance records to the GPS program for the Fleet Specialist.
- Formatting and updates to Daily Vehicle Reports as required by the Fleet Specialist.
- Create and distribute supply chain and project management reporting.
- RFP/RFQ Admin tasks – templates, bids and tenders table building, evaluation matrix building, tracking sheets, drafting award letters.
- Contract renewal letter drafting and distribution.
- Organize and maintain supply chain records.
- Back-up coverage for procurement and fleet as needed.
- Meeting set-up, planning, and minutes for the Supply Chain team as needed.

Building Maintenance:

- Monthly and Annual Building Inspections.
- Contractor relations, monitoring, and administration (janitorial, snow removal, window cleaning, yard and irrigation maintenance, mat services, etc.).
- Yearly budget planning, management, and administration.
- Office supply sourcing, ordering, and management.
- Utility auditing and administration.
- General corporate office housekeeping.
- Security systems, alarm systems, building lighting, temperature monitoring and troubleshooting.
- Mechanical / plumbing troubleshooting and contractor relations.
- Maintain and prepare performance reports.

**DELIVERING  
MORE THAN POWER**

Corporate Office  
Box 6199, 5120-40 Avenue  
Innisfail, AB T4G 1S8

North Area Office  
Box 1178, 4804-41 Street  
Onoway, AB T0E 1V0

Central Area Office  
Box 6199, 5803-42 Street  
Innisfail, AB T4G 1S8

South Area Office  
Box 1657, 3 Alberta Road  
Claresholm, AB T0L 0T0

- Technical “smart building” management
  - General management, monitoring, knowledge, and administration of BMS, CHP and solar operations.
  - Electric vehicle charger administration and monitoring.
  - Develop and present building performance reports and recommendations.
- Other administrative tasks as required.

### Review and Approval of Work

This position reports to the Operations Leader – Supply Chain

### Job Requirements and Qualifications

- Strong computer skills and strong working knowledge of word and excel
- Needs to be well organized and able to multi-task on more than one project at a time
- Ability to work well within a team environment
- Strong member service skills

### Education and Experience

- Post-secondary education in Office Administration or equivalent



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Power up your career by joining the EQUUS team.  
Submit your application to [HR@EQUUS.CA](mailto:HR@EQUUS.CA).

**EQUUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it, for the purpose of assessing your suitability for the position for which you are applying as well as any positions that may become available during that period. You may modify or update the information by contacting the office. After 6 months your application, and any personal information collected about you during the verification process will be destroyed. EQUUS REA LTD. (EQUUS) 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. EQUUS will not distribute your information to anyone else.**