

Title: Distribution Services Administrator**Location: Coquitlam, BC****Date Posted: March 2017****Closing Date: Open Until Filled****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

SUMMARY

The Distribution Services Administrator maintains business unit performance by ensuring consistent business practices and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains regional work team files and databases;
- Prepares reports, presentations, memorandums, proposals, and correspondence;
- Maintain material logs for all BC Hydro distribution work orders;
- Monitors specialized, technical training operations and identifies / collaborates on the implementation of continuous improvement;
- Schedules appointments and meetings for region work team leaders;
- Serves as the point-of-contact for region work team inquires and issues;
- Creates and maintains staffing and scheduling documentation, records, and reports;
- Tracks and maintains region work team supply inventory;
- Assist regional crew leads & managers to minimize crew travel time and maximize productivity via effective logistic management;
- Assists in the preparation and management of region work team budget and expense documentation and reports;
- Design and maintain tracking system whereby material logs are kept to maintain optimum material inventory levels, material request reconciliation is completed on a monthly basis to facilitate quick and accurate billing;
- Supports Distribution Services strategies / priorities as requested by the Distribution Services Managing Director;
- Other duties as required.

JOB REQUIREMENTS

- Proficient use of various office based software including Microsoft Office 2007/2010;
- SharePoint or database experience an asset;
- Be efficient, well organized and able to work well under tight deadlines;
- Solid interpersonal and communication skills (both oral and written);
- Be available to provide support during scheduled after hour assignments or during storm or trouble calls;
- Be able to start at similar times as crew leads.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Minimum 2 years' experience in high voltage power industry desired;
- College Diploma or certification; or relevant training courses and related experience;
- Computer Skills – Intermediate MS Office (Excel), EWR;
- Prior union experience an asset.

WORKING ENVIRONMENT

- Dynamic work environment that fluctuates from regular to high pace;
- Some travel may be required;
- Need to be available to assist on short notice and after hours in the event of trouble response;
- Early start time (6:00am – 7:00am) to provide support to crews at start of shift.

CORPORATE COMPLIANCE RESPONSIBILITIES**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.

- Demonstrate trust in order to gain trust – an honest day’s work for an honest day’s pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualification to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.