

In operation since 1988, Bidell, part of the Total Energy Services Inc. group of companies, is a leading supplier of reciprocating and rotary screw natural gas compressors from 20 to 10,000 brake horsepower.

Bidell Gas Compression has an immediate opening for the following position:

Engineering Assistant

Job Description

Location: Calgary

Date Posted: October 28, 2011

Job Type: Full Time, Salary

As part of the Engineering group, the Engineering Assistant responsibilities include, but are not limited to, the following:

- Provide support to the Engineering department.
- Compile and generate Unit Operating Manuals.
- Document control for internal and external drawings.
- Manage and maintain electronic library.
- Creation of project work orders and BOM entry.
- Maintain Production Schedule Meeting Minutes and distribution.

Qualifications

- 1-2 years of experience in a manufacturing environment.
- Excellent communication and organizational skill with an orientation to detail.
- Ability to multi-task.
- Skillful in MS Word, Excel, Outlook and Adobe.

Compensation

- Commensurate with experience and education.

Please submit your Cover Letter and Resume to Dan Rach, Engineering Manager at drach@bidell.com. Only those applicants selected will be contacted for an interview.