



SERVICE MANAGER/COORDINATOR – Fort St. John, BC

Openings: 1
Branch: Fort St. John, BC
Date Posted: September 12, 2011
Job Type: Permanent, Full time
Education Level: Journeyman Certificate

The purpose of the **Service Manager** includes but is not limited to:

Assist with the day to day management of all field and shop personnel for Fort St. John, BC Branch.

Responsibilities:

- Provide support and business input to the Branch Manager
- Maintain and oversee the quality of field work
- Comply with Health and Safety regulations
- Provide daily business support to local customer base
- Open work orders and coordinate field service mechanics
- Approve daily field and shop time sheets
- Assist with invoicing when jobs are completed
- Provide on-call support
- Coordinate all outside services and supply required purchase orders
- Assist with service work when required
- Provide technical support to the field mechanics when required

Qualifications:

- Journeyman Mechanic or Millwright Certificate
- Minimum 5 years industry experience
- Strong customer service and communication skills
- Work as a team player with all staff and all other branch locations
- Well organized and efficient
- Detail oriented for accurate paperwork
- Ability to work effectively without supervision.
- Strong computer skills
- Flexible to accommodate customers' changing demands
- Strong leadership ability to maintain day to day activities

Wage Range: Commensurate with experience and education.

Submit resumes to: hr@bidell.com