



## **SERVICE MANAGER/COORDINATOR – Grande Prairie**

Openings: 1  
Branch: Grande Prairie  
Date Posted: August 18, 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 the Edmonton and Edson Branches.**

### **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.

**Applications are being accepted until September 12, 2011.**

**Submit resumes to:** [hr@bidell.com](mailto:hr@bidell.com)