



819 – 2nd Avenue, Wainwright, AB., T9W 1C4

Position:	ADMINISTRATIVE ASSITANT
Closing Date:	May 03, 2024, or until suitable candidate is found

Phoenix Gas is currently seeking a qualified candidate for 1 Full Time **Administration Assistant** position. The successful applicant will assist our Gas Utility Division.

The successful applicant must be outgoing and dynamic with strong communication and organizational skills to work successfully with our valuable members, customers, and staff.

This position requires an individual with the ability and willingness to take on new responsibilities, an openness to learn and must be self-motivated.

Our office hours are 7:00am – 4:00pm Monday through Friday. Closed from 12:00 – 1:00 pm for lunch. Remuneration and benefits will be discussed during the interview process.

General Responsibilities:

- Assist with monthly utility billing
- Enter payments and complete bank deposits
- Process invoices as necessary
- Direct all incoming calls promptly and accurately
- Respond to and forward customer requests as required
- Enter documents electronically
- Assist with special meeting preparation
- Receive and forward mail and courier packages
- Coordinate daily activities with management
- Monitor and schedule employee training requirements
- Update company manuals
- Maintain Utility accounts, open new accounts, transfer utilities, complete contracts, and update files
- Experience with Spin2, Abadata and/or Alberta One-Call an asset

Skills and Requirements:

- Proficient in Word and Excel
- Excellent customer service skills
- Excellent organizational management skills with a detail-oriented skill set.
- Excellent time management skills with a proven ability to meet deadlines
- Experience working within specific policies, rules & regulations as well as tracking of changes to documents
- Ability to problem solve and work within a team as well as complete tasks independently within a busy environment
- Maintain confidentiality and professionally interact with employees, management, and the public
- Experience in an office setting is required

- Post-secondary Diploma an asset

How to apply:

Resumes will only be accepted by email or fax

Phoenix Gas Co-op Ltd.

819-2nd Ave, Wainwright, AB T9W 1C4

Fax: 780-842-5912

Email: jobs@phoenixgas.ca

Website: <https://www.phoenixgas.ca/>