

**Title: Admin / Receptionist**

**Term: Temporary, Full-Time**

**Location: Kamloops, BC**

### **ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

### **SUMMARY**

The Admin / Receptionist will provide the communication point between field staff, customers, subcontractors and other external resources. The role calls for flexibility, self-motivation, a willingness to help with an enthusiastic personality and the desire to assist with special projects as assigned from time to time.

This is a temporary, 6 month position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Contract administration (change orders, correspondence, processes);
- Assisting with the scheduling and coordination of field crews / workers;
- Client billing /invoicing;
- Producing reports and correspondence;
- Responding to employee and customer inquiries;
- Create and maintain staffing and scheduling documentation, records, and reports;
- Creation and maintenance of electronic filing systems;
- Stock taking of materials;
- Other related office duties as required.

### **JOB REQUIREMENTS**

- Quick learner and willingness to look for efficiencies;
- Great attention to detail;
- Professional demeanor, a self-motivated attitude;
- Strong computer skills, specifically in Microsoft Excel and Outlook;
- Strong interpersonal and communication (both written and verbal) skills and the ability to work well with employees at all levels of the organization;
- Ability to work well individually and as part of a team;
- Inquisitive, not afraid to ask questions and investigate alternatives before recommending solutions;
- Demonstrated ability to exercise sound judgment and discretion when managing confidential and sensitive information.

### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- College Diploma or certification; or relevant training courses and related experience;
- Experience administering BC Hydro Distribution ROC work would be an asset;
- Experience using Microsoft Navision, Sharepoint, Power BI and/or SAP an asset;
- Construction industry experience an asset;
- Prior union experience an asset.

**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.

**HOW TO APPLY**

If you are looking for an exciting career with a fast-growing progressive company, please email your resume to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

The rate of pay for this temporary position is \$20.00 per hour.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.