



## SERVICE COORDINATOR

**LOCATION** Fort St. John, BC

**JOB TYPE** Full Time

**EDUCATION LEVEL** Journeyman Mechanic or Millwright Certificate

Bidell Gas Compression is a well-established natural gas compression manufacturing and service company with parts and service locations throughout Alberta and British Columbia. Our mission is to exceed customer expectations through superior sales, applications, engineering, fabrication and product support.

We have a full-time position available for **Service Coordinator** at our Fort St. John location.

### KEY RESPONSIBILITIES

- Enforce HSE and Company policies.
- Provide daily business support to local customer base.
- Open work orders and coordinate field service mechanics.
- Be available to participate in the on call rotation.
- Work with Regional Manager to ensure Service department expenses and working capital are in line with company budget.
- Open work orders and coordinate with parts dept. for required job scopes.
- Daily coordination of service work and field technicians, assist with processing daily field and shop time sheets.
- Assist with invoicing when jobs are finished.
- Provide on call support for customers and service department.
- Coordinate all outside services, and supply required purchase orders.
- Other duties as required.

### EDUCATION AND EXPERIENCE

- Journeyman Mechanic or Millwright Certificate preferred but consideration will be given to prior experience in the natural gas industry.
- Minimum 3 years of industry experience.



### **JOB REQUIREMENTS**

- 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.

### **WHAT WE OFFER**

- Competitive remuneration and benefits.
- An opportunity to be an integral part of an entrepreneurial, highly technical and skilled team.
- Work in a stimulating, fast paced and challenging work environment.

If you would like to join our team, please send your resume to:

Bidell Gas Compression

Attention: Human Resources

6900-112<sup>th</sup> Avenue SE

Calgary, Alberta

T2C 4Z1

Fax: (403) 236-0345

Email: [careers@bidell.com](mailto:careers@bidell.com)