



WHITE ROCK

ELECTRICAL SERVICES LTD.

White Rock Electrical - Electrical Service Coordinator

White Rock Electrical has an immediate opening for a service coordinator.

Roles and responsibilities include

- Job costing
- Do approval forms, deposit invoices and create job folders
- Scheduling and organization of electrical projects
- Work with the HVAC Project Coordinator on combined projects
- Works with the Plumbing and Gas Coordinator on scheduling and ordering of products and packages
- Inputting data entry for PO's issued
- Create and collect invoices based on projects
- Invoice projects, progressive billing
- Track credits, returns, and warranty issues based on whoever issued the project PO

Requirements and skills

- Proven work experience as a Service Coordinator or similar role
- Strong work ethic and service skills
- Excellent communication and interpersonal skills
- Stay up to date with services, policies and regulations
- Strong record-keeping and analytical skills
- Excellent organizational skills and attention to detail

White Rock Electrical offers competitive wages and an expansive benefits package.

Please forward your resume to matt@whiterockmech.com