

Full time Permanent Position: Scheduling Coordinator

BDR Services Ltd. is seeking a Scheduling Coordinator to join our team in our Brandon Office.

BDR Services Ltd. specializes in the Supply, Installation, Maintenance, Testing and Repair of Automatic Sprinkler Fire Protection Systems, Fire Alarm Systems, Fire Extinguishers, and Kitchen Suppression Systems. Established in 1986, BDR Services Ltd. is a Manitoba based company with offices located in Brandon and Winnipeg. For the past 36 years, BDR has demonstrated a strong work ethic and commitment in performing high quality workmanship and providing excellent service to our customers.

The successful candidate will have a positive and professional attitude, be self-motivated and enjoy working in a team environment; with responsibilities to include but not limited to:

- Oversee, arrange, and coordinate Schedules for all inspections, service, and testing for Sprinkler, Fire Alarm, Kitchen Suppression, and Fire Extinguisher Divisions.
- Provide exceptional Customer Service.
- Coordinate accommodation and travel related details.
- Respond to customer and team e-mails and phone calls relating to Inspections, service and testing for all divisions.
- Provide confirmation to customers and team regarding scheduled services or inspections.
- Update customer database and individual files.
- Compare time sheet data with internal records of scheduled jobs and changes.
- Ensure on-call technicians and Journeypersons are confirmed and in the schedule.
- Continuously look for improvements and help implement solutions.
- Ensure integrity and confidentiality of customer, supplier, and employee information.
- Assist with the orientation of new employees.
- Organize and schedule training as required.

Skills and Qualifications:

- 2-3 years general office experience would be considered an asset, but is not a requirement.
- Proficiency with Microsoft Office Suite.
- Strong verbal and written communication skills.
- Effective customer service skills.
- Work collaboratively with customers and team members.
- Analytical thinking.
- Attention to detail, ensuring accuracy in completion of tasks.
- Ability to work independently and within a team environment.
- Excellent organizational skills and the ability to prioritize responsibilities to meet deadlines.

BDR provides a competitive salary, a performance-based discretionary bonus, and comprehensive Benefit Package. Continued Education is encouraged, and third-party training is provided for job related courses and workshops. Opportunities for advancement are available, contingent on individual performance and initiative.

Please forward your resume and cover letter to hr@bdrservices.ca or drop off in person to 370 Park Avenue East, Brandon MB.

We thank all applicants for their interest, however only those selected for an interview will be contacted.