



**WESTMAN | COMMUNICATIONS GROUP**

*Together*  
**WE BUILD**

**New Connections  
Stronger Communities**

## **ADMINISTRATIVE ASSISTANT, WESTMAN BUSINESS (BRANDON, MB)**

**WESTMAN COMMUNICATIONS GROUP** (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

### **What we have to offer:**

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

### **What you'll do:**

- Serve as the first point of contact for new and existing commercial clients, addressing inquiries, resolving issues, and ensuring a positive customer experience.
- Process changes in the appropriate system, including processing work orders and changes of service to ensure customer accounts are updated and accurate.
- Administer payments, follow-up on outstanding account payments, and coordinate with the finance department as needed.
- Work with internal contacts to coordinate placement of orders and ensure accurate order processing.
- Assist with market research, networking, and outreach activities to identify potential new clients and business opportunities.
- Support the Account Executives in reviewing existing accounts to identify selling opportunities and enhancing client relationships by offering additional solutions.
- Assist in scheduling meetings and providing meeting minutes.
- Ensure proper implementation and tracking of orders for client requirements.

### **What you'll bring to the team:**

- Grade 12 education or equivalent is required.
- One-year post-secondary education in Business Administration or a related field is an asset.
- Minimum 2+ years' experience in a sales or administrative assistant role is required, within telecommunications is an asset.
- Experience with Sales Force, CSG, QuickBase is considered an asset.
- Proficiency with Microsoft Office 365 Office (Outlook, Word, Excel, SharePoint, OneDrive).

**DEADLINE FOR APPLICATIONS:** This position is open until filled.

*As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing [hr@westmancom.com](mailto:hr@westmancom.com) of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.*

**Apply today to join our team at <https://westmancom.com/careers>  
and begin your exciting career journey with us!**