



JOIN OUR TEAM!

LOCATE & PREVENTATIVE MAINTENANCE ADMINISTRATOR (Brandon, MB)

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

What you'll be doing:

- Receive, review, and respond to client locate requests and inquiries in a timely manner; escalate emergency locate requests to appropriate department in a timely manner
- Ensure all locate requests are tracked within the central electronic database
- Provide customers with a positive experience by adhering to best practices for effective customer service and communication, as well as escalation of issues as necessary
- Conduct weekly reviews of monitoring system reports, identify and prioritize problem areas, and report to team lead
- Create and coordinate changes related to proactive network maintenance activity according to established change management procedures

What you'll bring to the team

- Grade 12 or equivalent
- Post-secondary education related to technology, business, or administrative support would be considered an asset
- Ability to self-organize daily workload, effectively assign work to others and follow up on progress
- Proficient with the use of Windows PCs, and Microsoft office 365 applications
- Ability to read and understand Google Maps and Google Earth, quarter section/township/range, fibre optic and broadband maps
- Ability to interpret automated report data and identify patterns and issues that need to be investigated

As an equal opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

DEADLINE FOR APPLICATIONS: NOON on Wednesday, February 10, 2021.

HOW TO APPLY: When applying for this position, please reference the position title in the subject line and/or the body of the e-mail.

Please submit your cover letter and resume to:

Krista Derksen E-mail: hr@westmancom.com

