



Operation Support Representatives

About Us: Since 1977, Westcan Advanced Communications Solutions has successfully deployed, maintained, and serviced mission-critical and public safety voice networks, coverage enhancement solutions, wireless broadband networks, and engineered microwave backhaul systems across Western Canada.

Our team includes experienced APEGA-certified engineers, PMP-certified project managers, and one of Western Canada's largest groups of factory-trained technicians. We proudly support Heavy Industrial, Mining, Energy, Public Safety, Government, Commercial, and Municipal customers with reliable, integrated wireless communication systems where downtime is not an option.

Job Summary: We are seeking a motivated and customer-focused Operation Support Representative to join our growing team in Edmonton, AB. This role is ideal for an organized individual who enjoys performing a range of administrative tasks. This role serves as a point of contact between employees and customers and ensures everything meets or exceeds expectations.

Key Responsibilities:

- Ensure accurate and timely processing of deliverables.
- Assist with order costing and monitoring margin.
- Track and monitor inventory in relation to open orders.
- Effectively coordinate between departments to accurately process sales orders and deliverables.
- Process labour cost for various departments.
- Assist with project and maintenance agreement costing.
- Obtain any 3rd party back-up required for billing and attach to work order.
- Review of the 3rd party charges for any outstanding billing requirements.
- Follow administrative team expectations, goals and performance metrics.
- Assist with all other duties as required.

What You Bring

Experience & Qualifications

- Post secondary education.
- 1+ years of experience in an administrative role.
- Intermediate understanding of Microsoft Office programs.
- Understanding of Inventory, Purchasing, Shipping and Receiving.
- Previous experience in Accounts Receivable is considered an asset.
- Experience in telecommunications is an asset.

Skills & Attributes

- Excellent communication skills.
- Ability to manage multiple tasks in a fast-paced environment.
- Proficient in ERP software and MS Office Suite.



Compensation:

This role offers a base salary of \$45,000 - \$50,000.00 annually.

Additional benefits include:

- Comprehensive extended health benefits.
- RRSP matching program.
- Paid vacation.
- Monday to Friday schedule 8:00 a.m. to 4:30 p.m.
- Ongoing training, professional development, and technical support.

Interested in joining a team that's building the future of industrial communications?

Submit your resume and a cover letter highlighting your relevant experience and what makes you an ideal fit for this opportunity at Westcan Advanced Communications Solutions.

Please submit your resume and cover letter to careers@westcan-accs.com