



Service Administrator

Description

This is a unique opportunity to join our team on a fixed-term 12-month contract, covering a maternity leave, with the possibility of extension depending on business needs.

Mikkelsen-Coward is a multi-discipline contractor providing Mechanical/Electrical/DDC Controls services to our clients. We have a technical trades staff of more than 50 people trained and equipped, to work with our customers in improving comfort conditions of their facilities. We are looking for a Service Administrator to add to our growing team of dedicated professionals that provide creative and innovative HVAC solutions to our customers. This person will be responsible for processing, filing, and updating documentation related to maintenance agreements, and will provide administrative backup to the Service Dispatchers as required.

Duties

Responsibilities of this position include:

- Managing various reports relating to agreements and projects.
- Performing routine clerical duties, such as filing, scanning, printing, binding, photocopying.
- Update and maintain various forms related to agreements, projects, and customer's files.
- Responsible for opening Service Orders with required information such as Purchase Orders, Service Request forms, and scope of work.

Closing Date

July 4, 2026

Categories

Business, Finance and Administration

Employer

Mikkelsen-Coward & Co.Ltd.

Location

Inkster

Address

1615 Inkster Blv.
Winnipeg, R2X 1R2

Job Type

Temporary

Education Level

High School

Wage

\$19.00 - \$23.00

- Provide back up coverage to the Service Dispatchers as required. This includes answering customer's calls and coordinating Technicians to maintenance agreements and projects.
- Assist the Service Dispatchers in creating the Field Technician's schedules.
- Report to the Service Manager, Project Supervisor and General Manager on work progress, customer requests, field personnel relations, and required material for work.
- Perform other duties as assigned.

Qualification

Knowledge and Skill Requirements:

- 1-2 years of experience in an Administrative role.
- Demonstrated working ability to work in multiple software programs including Microsoft Word, Excel.
- Strong prioritizing, planning & organizational skills with the ability to meet deadlines.
- A positive attitude and excellent people skills.
- Excellent written and oral communication skills.
- Demonstrated ability to work independently with minimal supervision.

Assets:

- Experience working in Mechanical service office environment is an asset.
- Experience working with Jonas is an asset.
- Experience working with Northboundry is an asset.

Email

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