

CAREER OPPORTUNITY

Administrative Representative

Part-time (up to 3 days per week), term position (4 to 6 months)

Efficiency Manitoba is Manitoba's Crown corporation focused on reducing electricity and natural gas consumption – helping customers save energy, money, and the environment. We're looking for individuals that have the experience, skills, and passion to help contribute to our organization that is transparent, fiscally responsible, and committed to delivering value to Manitobans. If you are qualified and inspired by this opportunity, we're looking for you!

We are currently recruiting for a term (4-6 months), part-time (up to 3 days a week) position of **Administrative Representative, Indigenous and Income-Based Programs**.

POSITION OVERVIEW

Under the direction of an Energy Efficiency Specialist, you will perform administrative tasks to support Efficiency Manitoba's program objectives, demonstrating solid organizational and communication skills as they relate to the daily operations of efficiency programs.

RESPONSIBILITIES

- Complete follow-ups for status updates by phone and email to program participants and contractors.
- Track and report on progress of follow-ups to participants and contractors.
- Perform database queries and generate standardized reports.
- Assist in the distribution of various program promotional materials and correspondence, both internally and externally.
- Answer program questions from customers and contractors.
- Register program participants and project details on program tracking systems with accuracy and where judgment and interpretation of information is required.
- Perform data entry tasks for various programs

REQUIREMENTS

- Minimum Grade 12 graduation, plus two years of directly related program administration experience OR Grade 12 and completion of related courses from



an institute of recognized standing plus one year of directly related program administration experience.

- Strong aptitude for writing, figures, calculations, and attention to detail.
- Ability to multi-task and carry out the responsibilities of a number of duties simultaneously.
- Demonstrated working knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Strong communication and customer service skills, with the ability to establish and maintain effective working relationships, internal and external to the organization.

This is a part-time (up to 23.75 hours a week) term position for 4 to 6 months. We offer a competitive compensation package and a supportive team-oriented work environment.

Efficiency Manitoba also provides flexible work arrangements, including the opportunity to work primarily in office, or virtually on a full or part-time (blended) basis.

We encourage interested candidates to apply by emailing their application including their qualifications and relevant experience to careers@efficiencyMB.ca no later than 8:30 a.m. on Friday, November 25, 2022. Please reference the position title in the subject line of your email. Women, Indigenous peoples, persons with a disability and visible minority diversity candidates are encouraged to self-declare in their application.

We thank all candidates who apply, however, only those selected for an interview will be contacted.

For more information on Efficiency Manitoba, candidates are encouraged to visit our website at efficiencyMB.ca.