

CAREER OPPORTUNITY

Administrative Representative

Full-time, term position (to January 2024)

Efficiency Manitoba is Manitoba's Crown corporation focused on reducing electricity and natural gas consumption – helping customers save energy, money, and the environment. We are looking for individuals that have the experience, skills, and passion to help build and 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 are looking for you!

We are currently recruiting for the term position of **Administrative Representative, Residential 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

- Review applicant project eligibility and process program incentive payments.
- Perform database queries and generate standardized reports.
- Assist in the composition and distribution of various program promotional materials and correspondence, both internally and externally.
- Answer program questions from customers and program stakeholders.
- Register program participants and project details on program tracking systems with accuracy and where judgment and interpretation of information is required.
- Assist in the maintenance and monitoring of pending and completed program applications for energy efficiency 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 learn and understand basic technical terms common to the residential, commercial and industrial renovation and construction markets.
- Ability to multitask 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.
- Experience working with a Customer Relationship Management System would be an asset.

We offer a competitive compensation and benefits package (including a defined-benefit pension plan), a supportive team-oriented work environment, and a 9-day biweekly work schedule which normally results in having every other Monday off.

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 4:30 p.m. on Wednesday, November 30, 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.