

# CAREER OPPORTUNITY

## ADMINISTRATIVE REPRESENTATIVE

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and those with whom we work. With our purpose-driven culture and commitment to putting people first, we were selected as one of Manitoba's Top Employers in 2025.

We're currently recruiting for a full-time, permanent Administrative Representative.

### 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.

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We're proud to provide and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience, with candidates whose qualifications are closer to the minimum requirements for the position typically joining the organization at a salary nearer to the lower end of the range. The salary range for this position is \$47,219.19 to \$61,833.61 annually.

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

The ability to communicate in French, both verbally and in writing, is considered an asset for all positions at Efficiency Manitoba.

We encourage interested candidates to apply by emailing their application, including their qualifications and relevant experience, to [careers@efficiencyMB.ca](mailto:careers@efficiencyMB.ca) no later than Tuesday, April 15, 2025. Please reference the position title in the subject line of your email.

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

For more information about Efficiency Manitoba, candidates can visit our website at [efficiencyMB.ca](http://efficiencyMB.ca).