

# CAREER OPPORTUNITY

## Administrative Representative

Efficiency Manitoba is Manitoba's newest Crown corporation focused on reducing electricity and natural gas consumption – helping customers save energy, money, and the environment. We have commenced operations and are in the process of building our team.

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 position of: **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, Access).
- Strong communication and customer service skills, with the ability to establish and maintain effective working relationships, internal and external to the organization.

We offer a competitive compensation and benefits package and a supportive, team-oriented work environment.

Interested candidates are encouraged to submit their application including their qualifications and experience related to the position and suitability to fill this exciting role at Efficiency Manitoba, to [careers@efficiencyMB.ca](mailto:careers@efficiencyMB.ca) by 4:30 p.m. on February 22, 2021. Applicants are asked to reference the position title in the subject line of their application 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 including our vision, mission, strategic goals and guiding principles, candidates are encouraged to visit our website at [www.efficiencyMB.ca](http://www.efficiencyMB.ca).