



## **Service Coordinator – Prince George**

Houle Electric is BC's most trusted name in electrical contracting. Founded in 1944, Houle prides itself on a tradition of service excellence for residential, business, industrial and government sector customers. From 24-hour emergency service to large scale system design and project management, Houle's many award-winning services also include data & network cabling, power quality & infrared technology, building automation/controls, and safety & security.

Currently, Houle's Prince George Branch has an opening for a **Service Coordinator**.

We are looking for an individual that can match Houle's extensive service capabilities with our customers varied requirements in a friendly and efficient manner.

### Job Responsibilities:

- Dispatching service calls
- Entering work orders into accounting system
- Billing cash sales
- Preparing quote letters
- Other tasks as required
- Reception duties

### Necessary Skills and abilities:

- Basic Electrical knowledge
- Some accounting experience
- Positive attitude
- Extremely well organized
- Customer service focused
- MS Office proficient
- Superior written and spoken English are a requirement
- Patience

If you think you have what it takes to succeed in this challenging position, we want to hear from you. Please forward your resume to Amber Roberts, Human Resources Manager by email to [careers@houle.ca](mailto:careers@houle.ca) or by fax to (604) 434-0480. Please reference 'Service Coordinator' in your correspondence.

Houle Electric offers an attractive compensation package including bonus, employer matched RRSP and one of the best benefit plans in the industry.

We thank all applicants in advance but only those selected for an interview will be contacted.

To learn more about Houle Electric please visit our website at [www.houle.ca](http://www.houle.ca)