



BUSINESS DEVELOPMENT ASSISTANT Part-Time (0.5 FTE)

EQUS REA LTD. provides safe and reliable electric distribution services to commercial and industrial developments, oil and gas operations, telecommunication towers, production facilities and farms throughout 26 Alberta municipal districts and counties. Serving 11,800 members, EQUS is the largest member-owned utility in Canada. As the electrical provider of choice in rural Alberta, EQUS provides comprehensive distribution services with a 99.9% reliability rating.

EQUS is seeking a Business Development Assistant to provide administrative support to our Business Development Representatives.

Duties

- Oversee Members Matter program
- Oversee all Business Development Representative (BDR) reporting requirements
- Process general administrative tasks, including, but not limited to: filing (electronic and hard copy), photocopying/scanning, post department notes/documents to the Intranet, etc.;
- Draft letters, presentations, etc. for review and approval by individual BDRs;
- Coordinate calendars, all travel, and event-related arrangements (e.g., booking booth space, event rentals, etc.) for Business Development Representatives;
- Coordination and reporting of asset transfers between EQUS and FortisAlberta;
- Take minutes at designated meetings;
- Member rate analysis; and
- Other related duties, as required and assigned.

Review and Approval of Work

This position reports to the Operations Group Leader

Job Requirements and Qualifications

- Strong computer skills and strong working knowledge of MS office suite;
- Strong organizational skills and ability to multi-task;
- Well-developed interpersonal skills;
- Self-motivated to complete tasks and realize goals.

Education and Experience

- Diploma in Office Administration or related;
- At least two years' experience working in a fast-paced office environment ;
- Experience supporting multiple individuals / team considered an asset.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA

EQUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it, for the purpose of assessing your suitability for the position for which you are applying as well as any positions that may become available during that period. You may modify or update the information by contacting the office. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.

EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else.