



Raven Rescue Ltd.

Box 861 - 2773 Anderson Road
Smithers, British Columbia
Canada VoJ 2N0

Training, Equipment and Services

JOB POSTING: Service Coordinator

Canada's leading provider of technical rescue and safety training, equipment and services has an exciting and challenging fulltime position available in our head office for a Service Coordinator.

This multi-faceted position will be responsible for the coordination and promotion of a range of services including standby rescue, spill response and safety assessments, as well as the provision of support for our training and retail sales departments.

Responsibilities include liaison with clients, personnel, sub-contractors and stakeholders; development of quotes, RFP responses and budgets; coordination of personnel including safety/rescue technicians and sub-contractors; coordination of logistics including travel and shipping; tracking of costs and billing; promotional activities; and shared administrative responsibilities.

Ideally, the successful candidate will possess the following:

- Excellent interpersonal skills and ability to work as part of a small, dynamic team
- Ability to work independently, set priorities and be a "self starter"
- Organization, attention to detail, and ability to prioritize
- Solid written and verbal communication skills
- Ability to "think outside the box" and develop creative, cost effective solutions
- Experience with Mac computers or a strong aptitude for learning a new system
- Experience with word processing and spreadsheet programs

The position is entirely office-based with no field work.

Raven Rescue offers competitive salaries; a cooperative, collegial, non-smoking work environment; and extended health and dental benefits.

Please submit a letter of interest outlining how you meet the above requirements, as well as a current resumé to:

Amy Copland, Managing Director
amy@ravenrescue.com

Closing date: May 15, 2018 at 4 p.m.