



Vortex Production Services Ltd focuses on delivering a range of products and services to support the ongoing maintenance of natural gas and oil production and has developed a reputation as a trusted and experienced supplier to most major oil and gas producers and infrastructure companies in Western Canada. Our Services Division has one of the largest fleets of mechanic service trucks in Western Canada, operated by one of the most experienced teams of heavy duty mechanics, with coverage across Alberta reaching into Saskatchewan and British Columbia. Our Structures Division is a premium manufacturer of polyurethane panel buildings and distributor of wholesale polyurethane panels for the oilfield and construction industries with coverage across Canada and USA.

***We are now seeking a full-time employee
for the following position:***

SERVICE WRITER & PARTS SUPPORT
Required for our Rocky Mountain House Branch

As the successful candidate you will be responsible for entering daily work tickets into our Syteline accounting program, monitoring Work In Progress (WIP) orders that are waiting for approvals, acquiring necessary customer approvals, and weekly reporting of WIP to manager. Assist Parts Technician with parts orders, purchasing and maintaining paperwork for material orders, completing work orders for billing and maintaining records of orders, shipping and receiving of orders.

The following qualifications would be an asset:

- Attention to detail and organizational skills
- Possess strong interpersonal and communication skills
- Ability to perform in a busy environment and prioritize tasks
- Ability to work with a team in an open and fast paced environment with monthly deadlines
- Proficiency with Microsoft Word, Excel and general computer knowledge
- Experience with Syteline or other ERP (Enterprise Resource Planning) system

Benefits include:

- Competitive wages
- Excellent benefits (health, dental, life insurance, disability etc.)
- Optional participation in company RRSP program.

If you are interested in a career with an established Energy Services company, please apply in person at 4912-44 Street, Rocky Mountain House, Alberta or fax to 1.403.845-3372 or email to mbowles@vortexservices.ca

For more information on Vortex Production Services, please visit our website at: www.vortexservices.ca

We thank all applicants and advise that only those candidates selected for an interview will be contacted.