

**Job Title:** Sales and Administrative Coordinator  
**Location:** Surrey, BC (In Office)

### **Job Summary:**

The Sales and Administrative Coordinator plays a vital role in supporting the daily operations of our organization by managing administrative tasks, coordinating communication, and ensuring efficient workflow. This position requires a proactive individual with excellent organizational skills and the ability to multitask effectively. The ideal candidate will contribute to a professional environment by providing exceptional administrative support to various departments and team members.

### **Responsibilities and Duties:**

- Coordinate order fulfillment for sold projects from purchase order request through delivery.
- Initiate purchase order requests to Purchasing, ensuring details are complete and accurate.
- Track vendor orders, lead times, and shipping details, escalating risks early.
- Coordinate product delivery activities, including logistics alignment and required documentation.
- Provide clear order status updates to the Business Development team and management.
- Maintain accurate customer, vendor, and project records in the company database.
- Complete database clean-up and organization during downtime to improve data quality.
- Support expense processing as required, ensuring approvals and documentation are in place.
- Support customer and vendor communication to resolve order issues quickly and professionally.
- Assist with internal reporting related to order status, backlog, and delivery timelines.
- Maintain a high standard of customer service in all interactions, protecting long-term relationships.

### **Qualifications:**

- Minimum of 2 years of sales administration experience in a professional setting.
- Post Secondary Education is preferred
- Experience working in the industrial equipment or power generation field is considered an asset
- Strong organizational and time-management skills with the ability to prioritize tasks effectively

- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with office management software
- Ability to handle multiple tasks simultaneously with attention to detail
- Professional demeanor with strong interpersonal skills
- Problem-solving mindset with proactive approach to challenges
- Prior experience in administrative support or coordination is preferred

***This position offers an opportunity to be an integral part of a dynamic team dedicated to operational excellence. The successful candidate will demonstrate reliability, professionalism, and a commitment to supporting organizational goals through effective administrative management.***

### **Company Description:**

PowerSafe Energy Services Inc. specializes in providing new and used electric power generation and power distribution equipment to meet global energy needs. Recognized as one of the top New Growth Companies by Canadian Business in 2020, PowerSafe is a trusted industry partner to make our clients power generation systems safe and reliable. Our product offerings include diesel and natural gas generator sets, reciprocating and turbine power plants, transformers, load banks, and electrical switchgear. We are committed to delivering reliable and cost-effective energy solutions in efficient and timely manner from order to delivery.

### **CORE VALUES**

- Teamwork- working towards common goals with our internal, external and local teams
- Reliability – Group of trusted professionals serving our internal and external customers
- Progress – Always building upon yesterday to build a stronger today
- Sustainability – Commitment to bringing benefits to our team, business and society

***PowerSafe is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.***