



Office Coordinator

About the Role:

Wild is looking for a special individual with the right skill set and core values to join our growing team. The newly created role of Lead Office Coordinator encompasses many key responsibilities critical to our daily success. Being a young and driven company, you'll have the opportunity to start from the ground floor, building your career alongside our amazing team. If you're an organized, self-motivated and experienced individual with a passion for supporting your team then this could be the role for you!

Key Responsibilities:

- Personal and team safety, acting as a safety leader in all aspects of the role.
- Adhere to all safety programs and protocols required by Wild's health and safety management system, as well as that of Wild's associates, clients and customers.
- Answer and direct phone calls and emails promptly and professionally.
- Implement and maintain critical document control processes.
- Coordinate projects, training, meetings, and company and community events.
- Create and maintain weekly and monthly schedules for projects, personnel, training and maintenance.
- Maintain critical record keeping and reporting systems including safety, HR, commercial vehicles, training and meeting minutes.
- Work collaboratively with clients, vendors and subcontractors to schedule projects and procure materials & services.
- Maintain office and shop upkeep, organization and consumable stock.
- Operate company vehicles for a variety of tasks including pickup and delivery of parts and supplies.
- Assist with onboarding new employees.
- Participate in continuous training and upskilling.

Base Qualifications:

- Safety is held as a core value, familiar with industry standard safety protocols.
- A strong work ethic and a helpful can-do attitude; someone who notices what needs doing and takes the initiative.
- Self-managed with minimal or no supervision required.
- Highly organized with strong time management, communication and multi-tasking skills.
- Strong problem solving and critical thinking skills, able to provide and implement innovative ideas related to the role.
- Must be a team player, able to lead by example and provide input and support when needed.
- Class 5 Driver's license and clean Driver's Abstract. Able to supply their own daily transportation to Wild's head office in the Crowsnest Pass, AB.
- Able to safely lift, carry, and push up to 40 lbs.
- Proficient with Windows based computer software including MS Word, Excell, and Outlook.
- Experienced with cloud-based file management and accounting software.

Preferred Qualifications:

- Certification in or related to office administration.
- Local industry related knowledge and experience.
- Proficient with Microsoft 365 cloud-based software applications including SharePoint and OneDrive.
- Proficient in the application and use of A.I., including ChatGPT.
- Proficient with Quick Books accounting software.

Location:

Head Office, Crowsnest Pass, AB.

Job Type: Full-time, Part-time

Compensation:

Highly competitive rate based on the successful candidate's relevant experience, skills, and competencies.

Opportunities & Benefits:

- Flexible schedule that compliments your lifestyle
- Enhance and build your career with a young and exciting company
- Training and upskilling
- Benefits plan to be considered after 6-month probationary period

How to Apply:

- Download and complete our application form from www.wilddevelopments.ca/careers
- Submit your completed application along with your resume and references at www.wilddevelopments.ca/careers
- Successful candidates will be contacted for further evaluation
- Applications received for this opportunity may also be considered for future positions over the next six to twelve months

Application Deadline: May 15, 2025

Successful candidates must be willing to satisfy the following pre-employment requirements:

- Complete drug screening upon request
- Provide a government issue criminal record check and current 5-year drivers abstract
- Provide three professional references from prior employment.

About Wild:

Wild Developments Ltd is a dynamic and innovative company specializing in rural land development and maintenance for private, commercial, and mining sectors.

At Wild Developments, we are committed to fostering growth and development within our team. We believe in investing in our employees' future, providing pathways for professional development and the potential to move into specialized roles and/or leadership positions.

Join us and be a part of our exciting journey in shaping the future of this amazing land we all call home!