



WESTMAN | COMMUNICATIONS GROUP

Together
WE BUILD

**New Connections
Stronger Communities**

LOCATE ADMINISTRATOR (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

What we have to offer:

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

What you'll do:

- Receive, process, and dispatch locate requests for Westman Communications Group (WCG) projects, managing and updating all requests within QuickBase and CSG.
- Ensure all requests are responded to, scheduled, and completed in a timely manner; provide necessary follow-ups.
- Read plant maps and consult with internal stakeholders as required, escalating concerns as needed.
- Assist in ensuring current maps are registered with Utility Safety Partners.
- Facilitate contractors to perform underground plant locates, including administration and troubleshooting.
- Communicate with external contractors and corporate partners related to priorities, milestones, and deliverables.
- Create and provide reports for work completed and projected volumes, as needed.

What you'll bring to the team:

- Minimum Grade 12 or equivalent is required. A post-secondary diploma or degree in technology, business administration, trades, or a related field would be considered an asset.
- Minimum one-year experience related to utility service lines or general construction is required.
- Experience with GIS mapping, QuickBase, and/or CSG is considered an asset.
- Experience within the telecommunications industry or permitting and construction experience is considered an asset.
- Demonstrated ability to read and understand maps and satellite images.
- Demonstrated ability to handle sensitive and proprietary information with complete confidentiality.
- Proficiency with Microsoft Office 365 Office (Outlook, Word, Excel, SharePoint, OneDrive).
- Must hold and maintain a valid driver's license.

DEADLINE FOR APPLICATIONS: This position is open until filled.

As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing hr@westmancom.com of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.

Apply today to join our team at <https://www.westmancom.com/company-info/careers>

and begin your exciting career journey with us!