



Consumer Products Lead

“Excellence in Energy Solutions”

Saint John Energy is an innovative, customer-centered, distribution utility serving the ratepayers and citizens of Saint John New Brunswick since 1922.

Saint John Energy is guided by the following seven principles: Safety, Results-Driven, Accountability, Customer-Focused, Teamwork, and Honesty, Integrity and Respect. Above all else though, the Safety of our employees and our community is more important than any business interest and is our number one priority.

Applications are invited for the position of “Consumer Products Lead”.

The Consumer Products Lead contributes to Saint John Energy’s success by being responsible for the administration of Saint John Energy’s rental programs, including inventory and stock as well as directing the work of technicians and contractors. The Lead is also responsible to provide support to the supervisor of the department as required.

The employment requirements for this position are:

- Completion of post-secondary education, or equivalency
- Proficient in a computer environment
- Strong ability to multi-task
- Duties require accuracy and attention to details at all times
- Strong verbal communication skills
- Strong customer service skills

The Job Duties for this position are:

- Supports the Vision, Mission and Guiding Principles of Saint John Energy
- Schedules rental installations and service on a daily basis as required
- Acts as liaison between our Installation Contractors and SJE on a daily basis
- Maintain accurate spreadsheets and records (contracts)
- Analyze monthly reports for customer account, billing and inventory accuracy
- Assists in the preparation of quarterly reports for the Commission
- Assists in displays and representing Saint John Energy at home shows and other events as required
- Collects on delinquent rental and loan accounts
- Responsible for the day-to-day administration of Saint John Energy’s loan program
- Prepare warranty claims for product suppliers
- Supports the Supervisor as directed
 - Performs safety and workplace inspections
 - Ensures proper usage (through GPS review), maintenance and cleanliness of departmental vehicles
 - Ensures shop is organized and that tanks are properly refurbished and/or labeled
 - Responsible for completion of incident reports including follow up actions that may be required
 - Assist in inventory counting and balancing
 - Provides support to technicians as required
- Various other duties as required

For more details see the attached job description

Applications, which must include an up to date resume, should be made in writing to Human Resources no later than 3PM on Tuesday, October 23rd and clearly marked as “Consumer Products Lead”.

**Saint John Energy
Attention: Dave Horgan, Manager Shared Services
325 Simms Street
Saint John NB
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careers@sjenergy.com**