



## Operations Coordinator

Lakeland Holding Ltd Bracebridge - Bracebridge, ON

We are looking for a positive, energetic, hardworking individual to add to the Business Process Team. This is a demanding position that requires the successful candidate to be able to work under pressure to meet deadlines, multi-task, and embrace change.

This position reports to the Business Process Leader and works closely with all Lakeland Holding Business Units - Lakeland Power Distribution Ltd, Bracebridge Generation Ltd, and Lakeland Energy Ltd. Your duties will include but is not limited to:

- Complete and manage Work Orders
- Complete and manage Purchase Orders and Invoicing
- Work closely with accounting personnel to ensure accurate A/P and A/R
- Validate and reconcile accounts
- Maintaining Equipment by adding and updating changes
- Maintaining Asset by adding and updating changes
- Validate and enter OEB requirements for Power outages and RRR filing
- Complete and provide accurate Weekly/Monthly Reports utilizing Excel, PDF, and our Work Management system
- Ensure the accurate inputting of data into our Work Management System (Worktech)
- Ensure accurate completion and submission of billable work orders for operation's Teams
- Manage and maintain electronic and paper filing systems
- Prepare special reports as requested
- Provide Customer Service to Lakeland Holding Customers including but not limited to – Lakeland Power Distribution Ltd, Bracebridge Generation Ltd, and Lakeland Energy Ltd Customers
- Back up for other Operations Coordinators team includes but not limited to answering phones/mail/shipments/taking of payments
- Other duties as assigned

### Qualifications:

- Excellent organization skills
- Excellent computer skills ie Microsoft Suite (Word/Outlook/Excel/Publisher)
- Excellent Communications – Verbal, Written, Presentations
- The ability to Multi-task and Prioritize
- Ability to quickly change priorities
- Knowledge of Intermediate Accounting processes and practices required
- Strong work ethic committed to doing what it takes to get the job done right the first time
- Positive, optimistic, and problem-solving approach when dealing with challenges
- Proven ability to work independently and as part of a team
- Continuous and live long learning approach to new challenges
- Post-secondary completion an asset



**LakelandPower**



This position requires experience in Business processes/ERP/Contract Administration/Accounting practices: minimum of 3 years.

Required education: Diploma/Certificate in Business Administration/ERP or a combination of related experience and education.

**Please submit a detailed cover letter & resume to [HR@lakelandholding.com](mailto:HR@lakelandholding.com) no later than January 3rd, 2022, at 5:00pm**

Lakeland Holding Ltd. is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. Lakeland offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by Lakeland regarding a job opportunity, please advise prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.