

ADMINISTRATION COORDINATOR

Below are the SaskPower job family competencies applicable to Administration Coordinator.

JOB FAMILY COMPETENCIES	
Customer Focus	Regularly interacts with customers and/ or co-workers with specific objectives in mind and sustains contact even when no specific situation or issues demand it.
Delivering Service & Quality	Monitors own work and/or work of others for service and quality by keeping records of alterations, changes and variations from accepted service and quality standards and commitments.
Identifying, Planning & Executing	Initiates activities involving others, organizing work to maximize overall efficiency and effectiveness while ensuring high-quality output. Develops plans to optimize available resources and adjusts decisions as required.
Initiative	Demonstrates a concern for working more effectively or for surpassing a standard of excellence - not only with respect to what is done but how it is done. Makes well-thought-out modifications to systems or processes, to improve both their impact and performance.

Please refer to the specific job description for a complete outline of the knowledge, skill, abilities and qualifications.