



PTW  
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[PTWENERGY.COM](http://PTWENERGY.COM)

## **Instrumentation - Apprentice and Journeyman - Kindersley**

Posted: 09-17-2019

Location Name: Kindersley

Wage: Depends on Experience

### **About PTW**

Headquartered in Calgary, Alberta with over 3,000 employees in its worldwide network of offices, PTW is a leader in electrical, instrumentation and rigid structures. We create and deliver safe and innovative industrial solutions to customers in the Oil & Gas, Energy, Industrial and Mining sectors across North America and Internationally.

### **Position Description:**

PTW is hiring Apprentice and Journeyman Instrumentation Technicians to join our team in Kindersley, SK!

### **Requirements:**

- Must be local to the Kindersley area or willing to relocate to the area.
- Must have previous maintenance experience.
- Must possess industrial and oil field instrumentation experience
- Must have applicable safety tickets (i.e. H2S Alive, Standard First Aid, Fall Arrest, WHMIS/GHS, & TDG)
- Must and be willing to provide a clean driver's abstract (3 years) current to 30 days.
- Must be willing to complete a pre-access D&A test, if applicable.
- Must be reliable and dependable (i.e.: punctual and ready to work).
- Excellent communication skills.
- Must be able to take initiative, work independently as well as in a team.
- A demonstrated ability to work safely.

### **Why PTW?**

- Competitive Wages
- Competitive benefits plans
- Retirement matching program available.
- Strong safety culture
- Quality work
- Consistent work
- Learning and development
- Opportunity for advancement
- Opportunities to travel, stay local or relocate
- Team atmosphere
- People-focused company

To Apply please submit resume to PTW Energy Services 7020 – 81 Street SE, Calgary, AB T2C 5B8 (Attn: Sandra Sutter) or online at [ptwenergy.com](http://ptwenergy.com) Thanks



## **Electricians - Apprentice and Journeymen - Kindersley**

Location: Kindersley, Saskatchewan  
Posted: 09-17-2019  
Wage: Depends on Experience  
Position Type: Full Time

### **Position Description**

PTW is hiring full-time Journeymen and Apprentice Electricians for local work in Kindersley! Multiple positions available!

### **WHY PTW?**

- Competitive Wages
- Competitive benefits plans
- RRSP matching program available
- Safety Training and PPE provided
- Quality work
- Consistent work
- Learning and development
- Opportunity for advancement
- Opportunities to travel, stay local or relocate
- Team atmosphere
- People-based company
- Safety and quality is built into everything we do

### **Requirements**

- Must be local to the Kindersley area, within commuting distance or willing to relocate.
- Registered Electrical Apprentice or have a Journeyman Electrician certificate.
- Must possess a valid class 5 drivers license and reliable transportation as location is not accessible by public transportation.
- Must and be willing to provide a clean driver's abstract (3 years) current to 30 days.
- Must be reliable and dependable (i.e.: punctual and ready to work).
- Excellent communication skills.
- Must be able to take initiative, work independently as well as in a team.
- A demonstrated ability to work safely.
- Ability to pass a drug and alcohol.

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## **Accounts Payable Analyst - Calgary**

Posted: 09-19-2019

Wage: Depends on Experience

Position Type: Full Time

### **About PTW**

Headquartered in Calgary, Alberta with over 3,000 employees in its worldwide network of offices, PTW is a leader in electrical, instrumentation and rigid structures. We create and deliver safe and innovative industrial solutions to customers in the Oil & Gas, Energy, Industrial and Mining sectors across North America and Internationally.

PTW is hiring an AP Analyst to join our team in Calgary, AB. This is an exciting opportunity for a self-motivated individual who thrives in a fast-paced environment to join our dynamic shared services team.

PTW is in the process of introducing a new automated software solution for its Accounts Payable department and is requiring an Accounts Payable Super User to support the new software. This person will work closely with the Accounts Payable Lead. The AP Super User would have a comprehensive understanding of the automation software as well as the accounts payable process to facilitate training of the Accounts Payable team and assist with any trouble shooting issues the Accounts Payable team may have.

### **Specific Duties & Responsibilities:**

- Together with the Accounts Payable Lead, this person supports the accounts payable automation process.
- Automation process related tasks include trouble shooting, approval routing maintenance, and Optical Character Recognition (OCR) definition maintenance
- Coaches and develops Accounts Payable team in new automation process
- Responsible for ensuring documentation of implemented process, and adherence to related process and controls by Accounts Payable group
- Manage relationships between the Accounts Payable and IT departments
- Help identify new areas for automation within the PTW group
- Performs data entry and coding of invoices into the accounting system
- Prepares new vendor requests and changes to vendor data ensuring that appropriate approvals are completed, and vendor files are updated in a timely manner
- Reviews invoices for appropriate documentation and follows correct authorization matrix
- Performs matching procedures and control requirements in accordance with payables policies
- Maintains customer receivables contacts and relationships interfacing with vendors where required
- Liaises with branch administrators and managers to ensure consistency in automation documentation and procedures
- Develops and maintains effective working relationships with other departments and branches pertaining to payables matters
- Qualifications and Experience Requirements:
  - Experience working with Robotic Process Automation software
  - Experience working with Optical Character Recognition (OCR) software
  - Involvement in an ERP implementation
  - Minimum three (3) years full life cycle accounts payable experience
  - Experience coaching and developing teams
  - Strong working knowledge of accounts payable and general ledger systems and procedures, financial chart of account, and payables month-end close procedures
  - Exceptional communication and relationship building abilities
  - Ability to interact with vendor pleasantly, efficiently, and professionally through telephone and e-mail
  - Organized and results driven self-starter with strong time management skills and attention to details
  - Proficient in Microsoft Excel, Word and Outlook.

### **Why PTW?**

- Competitive Wages, Competitive benefits plans, Strong safety culture, Quality work, Consistent work, Learning and development, Opportunity for advancement, Team atmosphere and People-focused company

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