



Energy Services Administrator Full-Time

Campbell River Region
Campbell River

Tuesday July 28, 2026

\$26 - \$30/ hour (\$54,000 to \$67,500 per annum)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/energy-services-administrator-campbell-river6>

Expiry Date:

Tuesday, August 11, 2026

Details:

The Energy Services Administrator supports the Energy Services team in monitoring and managing utility performance across Broadstreet Properties' multi-family residential portfolio. This role assists with the administration, tracking, and reporting of energy consumption, utility costs, and conservation initiatives across multiple regions. The Energy Services Administrator plays a key role in ensuring utility data accuracy, maintaining reporting systems, coordinating energy-related documentation, and supporting operational teams with utilities management and cost control. This position requires strong attention to detail, analytical skills, and the ability to collaborate with internal teams, municipalities, and utility providers. Your contribution to the team includes:

- Review and verify utility invoices for accuracy, coding, and completeness prior to payment approval, escalating discrepancies as required.
- Maintain records of utility contracts and service agreements, tracking renewal dates and notifying leadership of upcoming expirations or required updates.
- Liaise with municipalities and utility providers to stay informed of changes to billing structures, service agreements, and rate adjustments.
- Maintain and support internal energy reporting systems used to monitor utility consumption, costs, and performance trends across the portfolio.
- Assist in tracking and reporting energy consumption, water usage, and utility budgets for multi-family residential properties across multiple regions.
- Conduct monthly audits of water meter readings and compile reports for review by the Energy Services Manager.
- Coordinate and document Energy Services department meetings, including preparation and distribution of meeting minutes and action items.
- Collaborate with regional operations teams and internal departments to

support utility conservation initiatives and energy efficiency programs. • Support the Energy Services Analyst with monitoring portfolio utility performance metrics and identifying opportunities for operational improvement. • Prepare and submit monthly water meter readings to relevant municipal authorities where required. • Perform data entry and maintain accurate records for recurring reports including monthly and quarterly utility analysis. • Assist with special projects, reporting initiatives, and administrative tasks within the Energy Services department as assigned. What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$54,000 to \$67,500 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • Minimum 2 years of experience in an administrative, utilities, facilities, or operations support role within a professional office environment. • Experience working with data tracking, reporting, or invoice reconciliation is considered an asset. • Experience in property management,

utilities administration, or multi-family residential operations is preferred. • Experience coordinating with vendors, municipalities, or service providers is considered an asset. • Strong proficiency in Microsoft Office applications, particularly Excel, for data analysis and reporting. • Strong analytical and problem-solving skills with the ability to interpret utility consumption data and identify anomalies. • Excellent attention to detail and commitment to maintaining accurate records and documentation. • Strong written and verbal communication skills with the ability to collaborate effectively across departments. • Ability to manage multiple priorities and meet deadlines in a fast-paced environment. • Interest in learning about utility operations, energy consumption, and regulated or deregulated utility markets across Canada.
