

**Position: Commission Administrator –6 Month Contract**

**Location: Mississauga, Ontario**

**Reports To: Supervisor, Commission Department**



**Your opportunity:**

Commission Payroll Administrators at Just Energy gain a broad-based experience that may prepare them for a variety of other roles in the company. Problem solving skills, initiative, and teamwork are rewarded with opportunities for advancement, increased responsibility, and additional financial compensation.

**Why you should join Just Energy:**

We are a North American market leader in retail energy, green energy, and home services, with a market capitalization of nearly \$2 Billion, and millions of happy customers. Our work environment is described by three simple words: ENERGY, OPPORTUNITY, and GROWTH. We provide an energetic and engaging work environment that is focused on professional and business growth, and where our colleagues have opportunities to excel and be rewarded with further growth opportunities, competitive compensation, performance bonuses, share ownership, and group benefits. If you are energetic, bright, driven, and you want to be part of something really great, then join us. You can realize your potential here at Just Energy.

**Your primary accountabilities:**

- Entering new Contractor information into the commission database
- Inputting of Contractor transactions and information changes into the commission database
- Processing of commission payments on a weekly basis
- Assisting with other team members commission processes
- Ensuring proper delivery of commission payments
- Involvement in special assignments as directed by Commissions Supervisor.
- Coordinating with Commission Supervisor to ensure all commission processes are completed by weekly deadline.
- Quick response to all Regional Sales Manager requests.

**Your qualifications:**

- Assertive, self motivated, and goal oriented.
- Problem solver
- Able to take full responsibility of assigned tasks
- Able to communicate ideas and solutions clearly and concisely in English (written and oral).
- Able to contribute to team success under tight deadlines.
- Previous payroll experience an asset.

**How you should apply:**

Please send us your resume by email to [careers@justenergy.com](mailto:careers@justenergy.com) with the name of the position in the subject line

Please visit us at [justenergy.com](http://justenergy.com) and [je-un.ca](http://je-un.ca)