About Us:

Prime is a full-service electrical design, supply and services firm that specializes in electrical power and control systems. Our staff consists of engineers, electricians, technicians, drafters, and designers. We provide our customers with Low, Medium and High Voltage Electrical Equipment. We manufacture and supply unit substations, electrical switchgear, and control panels by integrating only the highest quality and industry-proven equipment and manufacturers into our designs. In addition, we offer:

- Power System Protection and Electrical Designs
- Control and Automation System Designs
- Power System Studies: Load Flow, Coordination, Short Circuit, Arc Flash, motor starting and Ground Grid
- Acceptance and Maintenance Testing and Commissioning
- Project Quality Assurance Programs

With a reputation for customer service excellence, Prime Engineering specializes in taking on unique challenges and delivering creative independent power solutions across BC. Our experienced staff deliver top quality electrical designs and field services with a focus on the design, supply and commissioning of electrical distribution projects.

Job Summary:

Prime is looking for NetSuite Administrator Assistant, the primary responsibility is to offer dedicated support to the Supply Chain Manager/NetSuite Administrator, actively contributing to the efficient operation of NetSuite and related systems. This role involves assisting with workflow/script creation, employee setting updates, saved search and analytics maintenance, and NetSuite documentation.

NetSuite Administrator Assistant, in more detail:
- Adhere to all Prime policies, processes, and standards
- Create, maintain, and troubleshoot workflows and scripts, within NetSuite.
- Optimization of existing scripts and workflows within NetSuite
- Develop, maintain, and modify saved searches and analytics.
- Create, maintain, and modify NetSuite-related documentation.
- Utilize VBA scripts and Excel
- Manage general NetSuite administration responsibilities.
- Update employee settings as needed.

This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

What We Are Looking For:
- Able to evaluate assignments, determine procedures and implement solutions.
- Excellent written and verbal communication skills and teamwork abilities.
- Outstanding Client Service

- Self-motivated, demonstrating initiative with a strong sense of urgency, and not hesitating to ask questions wherever and whenever needed.
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization
- Strong problem-solving skills and a knack for troubleshooting.
- Must be legally entitled to work within Canada.
- Detail-oriented with excellent organizational skills.
- Strong proficiency in all areas of MS Office.

Qualifications:

- Proficiency in Suite Script, VBA, and JavaScript.
- 6 months of hands-on experience in ERP administration and a minimum of 1 year of experience working with an ERP system, preferably NetSuite.

What Prime Offers:

- A company committed to a culture of problem-solving, relationship building, excitement for the work, and humility
- An opportunity to participate in challenging, solutions-based, client-facing work
- A competitive compensation package
- Sponsored social events
- Mentorship and professional development

Job Type: Part-time, Permanent
Working Hours: 8:30 am – 4:30 pm (Flexible earlier start and end)
Work Location: Remote
Pay range: $20 -$25 per hour.