

Projects Administrator

Perform a wide range of administrative and office support activities for the project team. Knowledge of heavy earthworks construction equipment would be an asset.

Main Job Tasks and Responsibilities

- general clerical duties including photocopying, scan, and emailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare written responses to routine enquiries
- prepare and maintain foreman reports
- prepare and maintain production reports
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments, safety documentation.
- prepare agendas for meetings and prepare schedules
- open, sort and distribute incoming correspondence
- Maintain and file project site safety records
- Prepare and distribute progress billings

Education and Experience

- High school degree
- Computer skills and knowledge of Microsoft office software
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

Key Competencies

- communication skills - written and verbal
- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- teamwork
- proactive forward thinker