

CAREER OPPORTUNITY

Project Administrator

JOB SUMMARY

Reporting to the Project Team Manager, the Project Administrator will provide administrative support to the Project Teams, ensuring that all applicable procedures are followed.

RESPONSIBILITIES

Manage and maintain Project Delivery Files, ensuring all required documentation is accurate, present and completed during required stages of the project delivery.

Communicate with members of the immediate project team, Project Team Manager, Financial Accounting and Supplier Compliance, as required throughout the project.

Create and maintain purchase orders and work orders.

Maintain consultants/contractors files.

Coordinate daily activities related to project information flows.

Data entry for Project Management and Financial Systems for projects.

Maintain the Document Management System.

Verify and validate project information through system reports.

Other duties are required.

QUALIFICATIONS

College degree or certification preferably in Architectural Technology, Finance, Business or Project Management, or completion of high school with three years of general accounting experience.

Possess strong working knowledge of Microsoft Office, Word and Excel. Experience with People Soft is considered an asset.

Strong organizational and planning skills.

Detail oriented with an adaptability to change.

Has the ability to work independently and in a team.

Proven experience in documentation control.

Excellent verbal and written communication skills.

Experience in customer service.

Ability to problem solve.

Experience in financial or project management environment is a definite asset.

Experience in a construction or project management environment is a definite asset.

Professional and approachable.