

Project Administrator

Winnipeg, MB, Canada

 TRENDING

JOB DESCRIPTION

Who We Are

BGIS is a leading provider of customized facility management and real estate services. With our combined team of over 6,500 globally, we relentlessly focus on enabling innovation through the services we deliver, while actively looking for new opportunities that will enable innovation for our clients' businesses. Globally, we manage over 320 million square feet of client portfolios across 30,000+ locations in North America, Europe, Middle East, Australia and Asia.

Further information is available at www.bgis.com

SUMMARY

The Project Administrator is responsible for project administration activities including but not limited to maintaining project documentations, completing project set up, financial and administration close out requirements.

KEY DUTIES & RESPONSIBILITIES

Project Set Up

- Inputs project information into databases and completes project set up process

Project Tracking and Documentation

- Maintains project documentations such as project plans, meeting minutes, contracts, bid packages, technical and financial close outs, etc.
- Monitors project progress and timelines and prepares status reports to assist with timely project delivery.

Project Financial Administration

- Works with relevant stakeholders to collect vendor qualification documentations and ensure vendors are activated and set up within financial systems.
- Executes the purchase order process.
- Reconciles purchase orders to invoices to ensure accuracy.

Project Reporting

- Prepares various reports to support monitoring of project progress, costs, key performance indicators, etc.
- Reviews and communicates risks to Project Managers.

Project Close Out Administration

- Executes project close out requirements.
- Gathers and ensures receipt and sign-off of all project documentations. Files project documentations.
- Ensures receipt of all invoices. Follows up with vendors where required. Reconciles purchases to invoices to ensure accuracy and ensures all invoices are paid.
- Reviews and reconciles actual project expenses against cost estimates.
- Other duties as assigned.

KNOWLEDGE AND SKILLS

- Community college diploma
- 1 to 3 years of project administration or administrative work experience
- Strong administrative and organizational skills
- Ability to provide project administration support
- Ability to maintain accurate data
- Strong attention to detail and data accuracy
- Ability to extract and compile data into reports
- Ability to communicate effectively with others for the purpose of data exchange, clarification and follow up
- Computer proficiency in MS Office applications in particular – MS Project, MS Excel, MS Outlook, along with ability to quickly learn new applications

Licenses and/or Professional Accreditation

- Demonstrates an interest in pursuing Project Management Institute Accreditation

At BGIS we believe that diversity and inclusion is a key business driver, such that we never lose sight of its importance as it is woven into the fabric of our organization. We are committed to maintaining a barrier-free recruitment




process by providing equal employment opportunities through recruiting and retention of individuals of all backgrounds. We recognize that promoting diversity is an essential component of our continuing pursuit for organizational success!



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JOB INFO

Job Identification	221919
Posting Date	12/06/2024, 10:05 AM
Job Schedule	Full time
Locations	 Winnipeg, MB, Canada
Working Arrangement	Hybrid
Assignment Category	Full-time regular

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