

# Project Administrator

## Position Description

<b>JOB TITLE:</b>	<b>Project Administrator (PA)</b>
<b>AREA:</b>	<b>Pacific (BC) and Central (AB)</b>
<b>LOCATION:</b>	<b>Surrey, BC and Aldersyde, AB</b>
<b>REPORTS TO:</b>	<b>Director of Operations</b>
<b>CLASSIFICATION:</b>	<b>Non-Union</b>
<b>DATE:</b>	<b>ASAP</b>
<b>COMPLETED BY:</b>	<b>Directors of Finance and Operations – Pacific/Central</b>

### COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

### POSITION OVERVIEW

Reporting to the Director of Operations in the area and working with the Payroll and Accounts Receivable Departments at Head Office (Surrey), the Project Administrator (PA) is responsible for providing project administrative support for the regional area, including payroll timecard processing. The PA works closely with the PM and General Foremen (GF) who provide general direction and request operational support to ensure the successful execution of our projects.

### RESPONSIBILITIES

#### **PROJECT COORDINATION:**

- Ensure consistent, accurate, and timely document flow from the Field to the Office;
- Admin support for Project Manager / General Foreman and other members of the project team;
- Create and maintain Project files; provide construction work packages for field crews;
- Communicate with Project/Construction Manager, to resolve any discrepancies or deficiencies discovered within the field paperwork.
- Maintain project files for duration of project with inclusion of project timesheets, quality sheets, purchase orders, third party costs, etc;
- Issue Project Purchase Orders to subcontractors, (field locates, excavation, hydrovac, flaggers, etc), as required by Supervisory staff or Crew Leaders;
- Ensures BC Safety Authority permits are in place, as required;
- Ensures BC One calls are completed, as required;
- Sets up new projects in Spectrum (in-house ERP system);
- Document Control for all Project files including work orders, quality control docs, as-built drawings, completed work order packages), save to file, download photos and communicate with Head Office/Clients that project is complete and ready to review and invoicing;
- Receives client drawing/work orders/contracts/change orders; update project folders and office binders with the most current copies.

- Produce Project LEMS if required (Labour, Equipment and Material Requisition)
- Produce Project progress and final invoicing including project closeout activities, reconciling change management documentation etc.
- Monthly Accrual calculations (WIP) for internal and external purposes,

**ADMIN RELATED:**

- Collect and review daily timesheets for field crews. Update tracking spreadsheets;
- Point of contact for crews– Assist with crew admin requirements; ie: Vacation and Benefit requests. Communicates /liaison between crews and Payroll department.
- Prepares and submits daily crew location sheet and/ or updates the Resource Schedule;
- Forwards any Employee reimbursements and receipts to Payroll Department;
- Forward any Vacation Requests to Payroll Department (ensure appropriate approvals have been received)
- Credit Card processing – gather receipts and complete expense sheet;
- Reception Duties – If necessary, answer phones and greet walk in traffic. Often first point of contact for new customers – redirect to other staff as appropriate

**QUALIFICATIONS**

- Excellent Customer Service skills;
- Ability to build trusting relationships with field and office staff, customers, and suppliers;
- Excellent written and verbal communication skills;
- Strong, planning and organizational skills.
- Completion of Grade 12 Education, with some related post-secondary courses from a recognized institution is preferred;
- A minimum of 2 years' experience in a related role in construction or similar project environment;
- Experience in Field Reporting;
- Experience with Project Administration;
- Experience with hourly payroll timecard submission ;
- Strong skills in other programs such as MS Excel, MS Word, Outlook, and SharePoint

**REMUNERATION**

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at [www.arcticarrowgroup.com/careers](http://www.arcticarrowgroup.com/careers).

*Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.*



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