
Project Controls Assistant

Summary:

The Project Controls Assistant provides administrative support to the Finance and Accounting Department to ensure project labour and material costs are entered accurately and on a timely basis. He/She will also perform general clerical and project based work.

Primary Responsibilities & Duties:

- Build good working relationships with the project team to ensure timely, accurate flow of cost related information.
- Perform accurate and timely collection, entry and verification of timesheets and reconciliation in payroll system.
- Prepare, compile and sort documents for data entry.
- Process all packing slips as per procurement procedures.
- Enter data from source documents into appropriate computer database systems.
- Prepare document for quotes and change orders.
- Prepare project billings as required and under the direction of department manager.
- Perform general clerical duties including but not limited to photocopying, faxing, scanning, mailing, and filing.
- Create and modify documents using Microsoft Office.
- Liaise with Accounts Payable & Receivable.
- Provide reception relief when required.

Secondary Responsibilities & Duties:

- Provide relief in other administration areas as required.
- Maintain hard copy and electronic filing system.

Job Specifications:

- College diploma or business training
- 3 to 5 years of administrative experience
- Min. 2 years of experience in payroll administration
- Jonas experience preferred
- Proficient in Microsoft Outlook, Word and Excel
- Good writing and organizational skills
- Excellent oral and written communication skills
- Accurate and efficient keyboarding skills
- Professional attitude
- Experience working with trade union collective agreements an asset
- Strong interpersonal skills
- Must be detailed oriented
- Ability to work in a team setting as well as independently
- Strong organizational and time management skills with the ability to prioritize competing tasks
- Demonstrated ability to work under pressure and meet deadlines
- Site-specific indoctrinations as required