
Site Project Controls Assistant

Summary:

The Site Project Controls Assistant provides administrative support to the site Project Manager and Project Controls 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:

- Prepare, compile and sort documents for data entry
- Enter data from source documents into appropriate computer database systems
- Perform accurate and timely collection, entry and verification of timesheets
- Assist with project billings as required and under the direction of supervisor
- Process all packing slips as per procurement procedures
- Review accounts payable charges to the project ensuring that all project costs are valid and captured
- Report invalid project charges to supervisor for credit
- Perform general clerical duties including but not limited to: photocopying, faxing, scanning, mailing, and filing.
- Create and modify documents using Microsoft Office
- Maintain hard copy and electronic filing system
- Liaise with Accounts Payable & Receivable.
- Prepare document for change orders.
- Other duties as required.

Job Specifications:

- College diploma or business training
- 3 to 5 years of administrative experience
- 3 to 5 years working in construction industry preferred
- Min. 2 years of experience in payroll administration
- Proficient in Microsoft Outlook, Word and Excel
- Good writing and organizational skills
- Excellent oral and written communication skills
- Accurate and efficient keyboarding skills
- Ability to multitask and prioritize
- Ability to meet deadlines
- Professional attitude
- Experience working with trade union collective agreements an asset