



---

## Project Controls Assistant

### **Summary:**

The Project Controls Assistant provides administrative support to the 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:**

- 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.
- Enter data from source documents into appropriate computer database systems, perform audits and generate reports as required.
- Prepare document for quotes and change orders.
- Assist with 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.
- Maintain hard copy and electronic filing system.
- Create and modify documents using Microsoft Office.
- Liaise with Accounts Payable & Receivable as well as Operations team.

### **Job Specifications:**

- College diploma in a related field including but not limited to Business Administration or Project Management.
- 1 to 3 years of administrative experience.
- Experience working in a construction environment is an asset.
- Working knowledge of Jonas is an asset.
- Proficient in the use of Microsoft Outlook, Word, and Excel.
- High level of attention to detail with accurate and efficient keyboarding skills.
- Strong organizational and time management skills with ability to prioritize competing tasks.
- Demonstrated ability to work under pressure and meet deadlines.
- Excellent oral and written communication skills.
- Professional attitude and team player with strong interpersonal skills.
- Experience working with trade union collective agreements an asset.
- Site-specific indoctrinations as required.

**Location:** Sudbury, Ontario

**Term:** Full-time Permanent

**How to apply:** Email resume to [employment@tesc.com](mailto:employment@tesc.com) and use "Executive Assistant-ON" in subject line.