

## **Operations Administrator**

### **Who we are:**

IRISNDT has been serving the oil and gas, petroleum and petrochemical, chemical, power generation, pipeline and potash industries since 1953.

Our Canadian operations currently provide services from Edmonton, Calgary, Cold Lake, Fort McMurray, Grande Prairie, Lloydminster, Nisku, and Red Deer. Our USA operations provide services from 23 office locations, our United Kingdom operations provide services from 7 office locations, and our Australian operations provide services from 5 locations.

Our growth is primarily due to our combination of experienced management and strong technical skills, combined with a high commitment to customer service.

### **About the role:**

IRISNDT is looking for an Operations Administrator to join our administrative team to process payroll and billing. An excellent Operations Administrator has a great understanding of the concept of confidentiality. You will be experienced in entering data with attention to detail and organization skills. The ideal candidate will join our administrative team to process payroll and billing details on time and accurately for the first time a professional with good communication abilities. This is an entry-level position with room for growth.

### **About you:**

Ability to review timesheets and payroll paperwork for accuracy and completeness.

Reconcile field reports and manage documentation in our ERP software.

Notify appropriate personnel of issues and own the resolution in a timely manner.

Support payroll processing which includes reviewing each week's data, verifying discrepancies, and errors.

Travel arrangements which include domestic flight booking and hotel accommodations

Update project managers on outstanding items needed to meet billing deadlines.

Other general administrative duties such as: answering phones, note taking during meetings, filing, etc.

### **Requirements:**

Office/payroll experience

A certificate or diploma in Business Administration would be considered an asset.

Experience utilizing Microsoft Outlook and Excel is a must; other ERP software is an asset.

Good communication skills, both written and oral

Proven ability to effectively handle multiple and shifting demands/priorities.

Focus on customer service and team cooperation.

Strong attention to detail and organizational skills.

**Legal entitlement to work in Canada is mandatory. All potential employees will be required to complete a pre-employment fitness examination and an alcohol and drug screening.**

IRISNDT Corp. is committed to diversity and equal opportunity employment, as well as to our obligations as a member of the Canadian Council for Aboriginal Business (CCAB). We expect our employees to behave ethically and professionally.

If this sounds like you, we encourage you to apply! We thank all applicants for their interest, however only those selected will be contacted.