

	<b>MANAGEMENT SERVICES   Accounting/Finance</b> <b>TIMEKEEPER-BILLING ADMINISTRATOR</b>	HRM-01-003B4
	Primoris Canada   28509 96 Avenue   Acheson, AB   T7X 6J7	Rev 1
	Applications accepted at: <a href="https://www.prim.com/careers">https://www.prim.com/careers</a>	06-Mar-24
		Page 1 of 1

## **COMPANY PROFILE**

Primoris Canada is an infrastructure contractor serving major firms in the oil, gas, power, petrochemical, and heavy oil industries and include services covering tailings and hydro-transport pipeline construction and maintenance, storage tank construction and maintenance, industrial facilities multi-discipline construction and maintenance, piping fabrication, and pipeline integrity services.

## **SUMMARY**

The Timekeeper/Billing Administrator will provide support in in the day-to-day operations to support Site Projects.

## **JOB DUTIES**

- Work within various client billing systems
- Assist with time entry, payroll, and/or administrative duties, as required
- Perform related clerical duties, such as word processing, maintaining filing and record systems, photocopying, and scanning
- Submit LEMs in Client System with applicable back-up documentation
- Troubleshoot and resolve LEM discrepancies
- Provide support in preparation and maintenance of project documents and reporting
- Submit requests for equipment, labor, etc. as required within Client system
- Manage field project files and databases
- Manage incoming and outgoing mail
- Maintaining various tracking spreadsheets
- Various other duties as requested by management

## **QUALIFICATIONS/SKILLS**

- 1 - 2 years' experience with time entry/payroll /LEM submission preferred
- Skilled in the use of MS Office (Word, Excel, Outlook, PowerPoint)
- Previous experience with DTC (or similar systems) is an asset
- Must be comfortable learning new software packages
- Must be able to work under pressure, to multi-task, and meet deadlines
- Must possess proven communication and interpersonal skills
- Must be able to work as a team or independently with minimal supervision
- Previous experience with Maximo considered and Asset

We thank all applicants for their interest, however only those candidates chosen for further review will be contacted. All applications will be kept confidential and will be retained for future consideration.