

## **Site Administrator**

### **Job description**

Worley Canada Construction is a leader in industrial construction in Alberta and Western Canada. Our employees enjoy exciting careers in fabrication, modularization, field installation, and professional support services for some of world's most challenging heavy-oil facilities, gas plants, power-stations and other industrial projects. As part of the global Worley team, we enjoy shared resources and opportunities with more than 20 Canadian locations and 40 countries.

**WorleyCord** is seeking a **Site Administrator** to work on **projects in Saskatchewan/Fort McMurray/Pembina**

### **Responsibilities:**

- Daily time entry, including preparing timesheets for Foreman, timesheet review and cost coding, for payroll entry and LEM creation for 150+ manpower.
- Process daily LEM's for Labour, Equipment and Material for the Client
- Prepare documents for Progress Billing to ensure that all information was captured in a timely manner.
- Administer and manage inbound/outbound employee paperwork in a timely manner. Ensure new hire/ transfer/ demobilization paperwork is in order and appropriately filled out. Maintain employee history data records by electronic filing systems while ensuring data integrity and confidentiality.
- Maintain strict confidentiality in relation to employee information.
- Contacting 3 party contractors to ensure they have all requirements met to be on site.
- Review third party sub-contractor LEM and submit to client for approval if required.
- Support project controls and adherence to policies and procedures within the department.
- Report to Construction Managers and supports Project Managers and other divisional personnel with document preparation and filing.
- Provide all other general administrative and clerical support including filing, scanning, copying and collate documents for distribution
- Camp and travel booking as per the client's requirements

- Maintain reports from manual or electronic files, inventories, mailing lists and databases. Printing reports for approval.
- Managing Office duties, including ordering supplies and maintaining inventory.
- Respond to client/ employee requests and inquiries on site.
- Process incoming and outgoing mail.
- Perform other duties and projects as directed by the Manager.

### **Qualifications:**

- This role is site based - **working on site**. Remote option is not available at this time.
- Must have reliable transportation.
- Must have Site Administration experience in the construction industry.
- Must have a minimum of 2 – 3 years of time-entry experience.
- Must be able to work in a fast-paced environment, repetitive tasks, and sitting for extended periods of time.
- Understanding Collective Agreements is an asset.
- Strong time management and organizational skills with an ability to be adaptable, manage multiple priorities in highly dynamic and changing environment.
- Strong interpersonal, communication and customer service skills, with the ability to communicate in a professional manner with tact and diplomacy.
- Effective written and verbal business communication skills.
- Ability to establish and maintain working relationships with stakeholders including supervisors and subtrade partners.
- Must be over 18 years of age.
- Basic Supply Chain function experience is an asset.
- Applicants must be proficient with computers in Microsoft Word and Excel program
- Completion of High School