

ROLE

The JR. Subcontract Coordinator is responsible for assisting the Subcontract Lead and Subcontract Coordinator in various administrative tasks such as data entry and validation of subcontractor field tickets. This position reports to the Subcontract Lead.

KEY RESPONSIBILITIES

- Receiving and processing third-party field tickets as applicable
- Timely follow up with subcontractors and SMJV Supervisors for sign offs including approvals and field tickets
- Logging third-party tickets to excel and power apps
- Provide administrative assistance to Project Managers, Project Leads as well as team members as required.
- Prepare spreadsheets and maintain databases and logs, as required by the project.
- Maintain project files and internal and external reporting requirements.
- Assist with reporting requirements as required.
- Assist with job costing analysis, as required.
- Maintain knowledge of the status of the project as well as specific schedule requirements.
- Prepare, and handle all administrative tasks including; but not limited to, filing, photocopying, faxing, preparing expense statement and archiving of files.

Note: In addition to these duties personnel are required to carry out such other duties as may be reasonably required in order to support the objectives of the company.

POSITION REQUIREMENTS

Qualifications

- Post-secondary education or certificate in supply chain, estimating, or related field is considered an asset
- Combination of education and relevant experience

Experience

- Experience in sales or purchasing would be an asset
- Minimum 3 years of experience in as an administrative role preferably on a project construction site, will be considered an asset.

Skills and Knowledge

- Understanding of the pipeline construction industry preferred.
- Advanced knowledge of MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Exceptionally well organized with an aptitude for data
- Accuracy and attention to detail
- Ability to work well in a fast-paced environment and meet tight deadlines
- Interpersonal skills

WORKING CONDITIONS

This position will be working on the Trans Mountain Expansion Project (TMEP) located in the Kamloops Urban Area and/or Merritt BC for the various construction stages. The schedule will be Monday to Saturday, 12 hours per day. The project provides accommodation or an accommodation allowance for those who reside 75 kms from the project location.