

ROLE

The Office Coordinator is responsible for ensuring day to day office operations run smoothly and supporting other teams with various administrative tasks

KEY RESPONSIBILITIES

- Provide administrative assistance to Project Managers, Project Leads as well as team members as required.
- Ensuring all staff have been provided with adequate office and IT equipment.
- Assisting with accommodation/camp bookings for new hires and current employees.
- Provide assistance with setup of new projects.
- Prepare spreadsheets and maintain databases and logs, as required by the project.
- Maintain project files and internal and external reporting requirements.
- Maintain stationery, files, and inventories.
- Prepare, and handle all administrative tasks including; but not limited to, filing, photocopying, and archiving of files.

POSITION REQUIREMENTS

Qualifications

- College degree or diploma in a related field is considered an asset.
- Combination of education and relevant experience.

Experience

- Minimum 2-4 years of experience in as an administrator role preferably on a project construction site.
- Experience in Project Management/Administration is 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
- Solid networking and interpersonal skills

WORKING CONDITIONS

This position is field based in Merritt, BC. Your shift is expected to be 10 hour days, operating Monday-Friday. Your shift and hours of work are subject to change, and your supervisor will inform you of any changes.

REPORTING RELATIONSHIPS

The Field Administrator reports to the Office Manager. The position has no supervisory duties.