

Project Administrator

Employer: GIP

Posted: 1 months ago

ES Job ID: 4651

Sector(s): Office & Administration

Closing Date: April 30, 2024

Location: Thessalon

Duration: Full Time

Job Description:

Duties and Responsibilities:

- Performs administrative duties for job sites including but not limited to:
- Learns, interprets, and applies organizational policies, rules and regulations.
- Tracks, records and reports attendance of all site personnel, board allowance and vehicle allowance.
- Tracks total material quantities and reconciles all vendor summaries for aggregates, concrete, fuel, etc., providing daily summaries to owner and weekly summaries to Project Coordinators for productivity reports.
- Establishes accounts with local suppliers.
- Submits purchase requisitions for purchase order creation.
- Responsible for processing of all invoices at site.
- Ensures and assists in the completion of incident reports.
- Establishes and dismantles site offices as required.
- Meets and greets all visitors in a positive friendly manner.
- Maintains an organized filing system on site.
- Perform other duties and responsibilities as assigned by their supervisor.

Our purpose

At Green Infrastructure Partners (GIP), our people are second to none. The work we do impacts lives. It impacts our schools and neighbourhoods and shapes our communities and cities.

We are one of Canada's largest and fastest growing construction companies. Every day our people are designing, delivering, and maintaining infrastructure for Canada's rapidly growing cities. From demolition, shoring and foundations, excavation, remediation, to structures, paving and the production of materials, we have the unique ability to self perform all project scopes without reliance on sub-contractors.

The most valuable asset at GIP is people - our employees, our customers, and the public. Nothing is more important than our people coming to work happy and leaving safe.

We are committed to fostering a work environment that embraces Diversity, Equity, Inclusion and Belonging for all so our people benefit from the creative solutions that come from embracing differences.

Sustainability is part of our DNA. We focus on recycling and reusing materials by taking old roads and reengineering them into new roads, keeping tons of used materials out of our landfills.

The work we do today at GIP will carry us into a better, greener, and safer tomorrow.

About the GIP Team

As we look to the future, we need creative, ambitious, and innovative professionals like you who can help us to build the world of tomorrow, today.

GIP team members are at the heart of our success in designing and delivering infrastructure projects safely, thoughtfully, and with the highest quality. Our culture allows employees to bring their A Game to work each day. If you want to work for a world-class organization that provides an exceptional career experience with an inclusive and collaborative culture, this opportunity is for you!

Required Skills:

- Post-secondary education preferred.
- Must possess 2+ years of office related experience with knowledge of purchasing, accounts payable and payroll.
- Intermediate level of computer skills in MS Office.
- Experience with JDE is an asset.
- Strong communication skills, ability to deal tactfully with employees, visitors, and customers.
- Experience in the construction industry is an asset.
- Must be a team player, but also able to work independently and prioritize workload.
- Valid driver's license and access to reliable transportation.
- Adaptable to flexible work schedule when required to meet deadlines.
- Ability to travel during the week throughout Ontario.

How to Apply:

Please submit resumes to HR@gipi.com