



Project Administrative Assistant 2

General Description

The Project Administrative Assistant will provide a full range of administrative, clerical, and general office services to support the management and execution of projects. This position is part of the Administrative group and reports to the Chief Financial Officer as a direct supervisor. This position is assigned to support specific projects and takes specific direction from the responsible Project Manager(s). This position has no official supervisory responsibility but may direct the efforts of other resources from time to time.

Duties & Responsibilities

- Obtains, organizes, and maintains project related information in a manner consistent with company procedures and project specific instructions.
- Maintain all project documentation in appropriate hardcopy locations and/or electronic filing systems as required.
- Transmits information to the clients, vendors, consultants, and subcontractors (via e-mail, mail, courier, FTP site . . . etc.) and documents transmittal of same.
- Receives information from clients, vendors, consultants, and subcontractors (via e-mail, mail, courier, FTP site . . . etc.) and documents receipt of same.
- Support project manager by preparing documents, and following up on assignments to ensure that timelines are met and deliverables are issued.
- Distribute certified drawings and receive approvals from appropriate personnel, issue certified drawing, and scans into company specific document managing system.
- Assemble project data books and operating manuals as required.
- Clerical duties such as photocopying, mailing and faxing, filing, including the composition and preparation of routine correspondence and developing presentations.
- Set-up, coordinate, and participate in project meetings and conference calls.
- Prepare meeting minutes and document specific action items,
- Follow procedures manual to perform routine project related work.
- Provides general administrative support to the Project Manager.
- Can fill in for other members of the Administrative group with little notice and minimal instruction.
- Act with moderate direction from the Project Manager and obtain assistance from other members of the Administrative group.
- Assists other members of the Administrative group as required.

Minimum Qualifications

- High school diploma or equivalent certificate
- Strong oral and written communication skills
- Moderate proficiency in MS Office Products (Word, Excel, Outlook, PowerPoint . . . etc.)
- Ability to follow prescribed procedures regarding information management, routing, and transmittal
- Strong proficiency with drawing viewer and output creation programs
- Effectively work with coworkers and client representatives to manage information flow
- Sound analytical and problem-solving skills
- Strong interpersonal skills
- Ability to work with others to accomplish team goals
- Ability to type at least 60 wpm



Position Description

- Capable of taking detailed notes and transcribing them for distribution
- Ability to operate standard office equipment
- Must be detail oriented
- Must have strong organizational skills
- Ability to multi-task and manage own work by adjusting to changing priorities
- Be flexible and willing to learn from and teach others
- Be able to recognize system and process deficiencies and bring them to the attention of management

Preferred Qualifications

- 2-5 years clerical or office administration experience
- Some formal post secondary education in a business related field
- Experience in the engineering and/or construction fields
- Experience using database software/systems
- Experience managing an FTP site
- Experience using document management software/systems

Classification

Non-Exempt

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