



## **SITE ADMINISTRATOR**

### **POSITION SUMMARY:**

Reporting to the People and Culture Department, the Site Administrator will provide project administrative support to construction projects, ensuring efficient office operations, and facilitating effective communication between project teams, clients, and management.

### **CORE RESPONSIBILITIES & DUTIES:**

- Responsible for a high volume of day-to-day administrative duties
- Develop and maintain manpower schedules for 300+ employees
- Coordinate a high volume of travel including flight booking and accommodation requests
- Perform general administrative duties such as filing, scanning, and photocopying
- Create, update, and maintain tracking spreadsheets
- Manage a high volume of daily timesheets, equipment records, field project files and documents
- Liaise with HR and Recruitment on onboarding and new hire requirement
- Provide exceptional customer service to all internal and external employees
- Answer a high volume of employee questions and concerns

### **EDUCATION, EXPERIENCE & SKILLS:**

- 2+ years' experience working in administration is required
- Experience in the construction industry will be considered an asset
- Intermediate to advanced experience in MS Office is required
- Scheduling experience will be considered an asset
- Ability to work independently and as part of a team
- Ability to self-start and take initiative on tasks
- Strong communication skills both verbal and written
- Strong organizational and time management skills

your resume to [recruitment@sigfusson.ca](mailto:recruitment@sigfusson.ca), attention Corie McKay.

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