

# MATHESON

## Project Administrator, Northern Ontario

This role will provide administrative and accounting expertise to the Project Management team on a variety of projects.

### **ROLE RESPONSIBILITIES include but are not limited to:**

- Prepare and distribute Subcontracts and Purchase Contracts
- Track and maintain weekly Contract Award Logs
- Follow up and acquire from Subtrades necessary back up information requested in the Contracts
- Request Insurance and Bonds as necessary
- Assist Project Managers to ensure contract extras are tracked and billed
- Assist with setting up new subcontractors and new vendors as required
- Maintain filing system for contract documents, drawings, and related documents in accordance with Matheson procedures
- Assist in tracking, monitoring, and analyzing productivity data where applicable
- Prepare time and material reports, extras to contracts
- In conjunction with Project Manager and Accounting, run job cost reports as required by site; provide feedback to Project Managers on the ongoing cost controls of the projects; provide financial services support to the project team
- Forward appropriate forms to Accounting as required; produces Purchase Orders (as directed by Project Coordinator)
- Responsible to receive and record reference documents (project documents, drawings, support drawings, specifications, revisions, and cancellation notices)
- Issues transmittal, drawing, electronic file, revision and hold notice confirmations
- Prepare and compile information as required for Project staff working on site
- Provide Procure support for Project staff and Accounting as required
- Produce Operation and Maintenance Binders
- Assist in invoicing and gathering of all required documents (WSIB and Statutory Declarations) required for payment
- Overall Sudbury office administration: Office supplies, couriers, coordination of vendors (cleaning, snow removal, security, etc.) and other items as needed
- Provide overall administrative support to the project teams

### **EDUCATION AND PROFESSIONAL REQUIREMENTS:**

- 3 – 5 years' experience in an administrative position; construction experience an asset
- Proficient in MS Office applications, Procure an asset
- Team player, flexible and able to work well with site team members
- Multi-tasking and work within time constraints
- Strong communication skills, verbal and written

Matheson Constructors is an equal opportunity employer.

*We thank all applicants for their interest in the position but only those identified for further consideration will be contacted.*

#### **Accessibility:**

Matheson Constructors welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**NOTICE TO THIRD PARTY AGENCIES:** Please note that Matheson Constructors does not accept unsolicited resumes from recruiters or employment agencies.

**To apply, visit our website: [Careers | Matheson Constructors](#)**