

Site Administrator

Permanent Full Time

This position is responsible for providing support to the site Operations team through provision of efficient administration services.

Key Accountabilities;

- Prepare reports, memos, letters, presentations, organizational charts and other documents.
- Prepare and monitor a functional file system.
- Prepare and distribute minutes of meetings.
- Assist with relevant company procedures and policies to ensure compliance.
- Assist with requisition/service entry/goods receipt for department.
- Assist with ordering office supplies and pickup.
- Assist with local material ordering and pickup.
- Assist with Document control as required.
- Assist with contract administration when required.

Requirements;

Experience with providing timely and proactive support to site staff.

Excellent computer skills including: word. PowerPoint, Excel, Outlook and internet.

Experience in oil and gas an asset.

Self-directed and proactive, must be able to engage in activities and determine next steps without supervision or direct instruction.

Takes initiative, is highly detail oriented and has strong follow up skills.

Exceptional organizational and prioritizing skills.

Superb verbal and written communication skills.

Ability to work in a team environment by being flexible and sharing skills and expertise with other members of the team.

High school diploma or GED required.

Must possess a valid driver's license with a clean abstract.