

## **On-site Project Administrator**

CIF Construction is a premium heavy civil contractor specializing in concrete and earthworks, delivering high quality projects for a range of industries including mining, oil & gas, forestry, and energy. We are looking for Project Administrators interested in working on remote job sites across Western Canada. These positions often require incumbents to travel long distances, stay in camp & work a 14 on/14 off, 10-12 hour/day rotation.

Our on-site Project Administrators spend the day playing a crucial role in supporting all functions at CIF including project management, supervision, safety, quality control, payroll, purchasing, and everything in between. No two days are the same and we pride ourselves on cross training so we can continually expand our range of expertise.

Project Administration includes:

- Preparing and submitting project reports including LEMs
- Entering daily payroll
- Creating, maintaining & organizing project files, ensuring document consistency & accuracy
- Collaborating with accounting departments to manage vendor invoices
- Coordinating site logistics including workforce scheduling, travel & camp bookings
- Assisting site supervision and purchasing department with supply management
- Acting as a liaison between project stakeholders, including clients, project management, engineers, supervision, workforce, personnel & community members
- Designing, tracking & maintaining project KPIs
- Managing onboarding activities including orientation & confidential employee file maintenance
- Supporting quality control, survey & batch plant personnel to provide clients with project progress
- Serving as a first point of contact for employee inquiries
- Working with safety coordinators to ensure regulatory compliance
- Conferring with supervision and mechanics to track preventative maintenance

For this position you come equipped with:

- 2+ years of experience in an administrative role
- Experience in construction environments
- Advanced skills in outlook, word & excel
- Proven attention to accuracy

And have strong skills in:

- Communication
- Relationship management
- Reporting
- Organization
- Time & priority management
- Customer service

Working with CIF is an opportunity to combine professional growth with personal fulfillment. Employees benefit from a healthy work-life balance with flexible time off and rewarding compensation that includes RSP

contributions & competitive health benefits. We support a culture that prioritizes working safely to ensure everyone can enjoy days off with those most important to them. As an established company with over 30 years of success, CIF offers a stable and trusted workplace with low turnover, thanks to its dedicated team of long-standing employees. Working with us also means the chance to experience some of Canada's most incredible landscapes. If the role and what we offer is what you're looking for, please send a cover letter and resume to [carly.beeman@cifcon.com](mailto:carly.beeman@cifcon.com)

The rate range for this position is: \$30.25 to \$36.38 per hour