Site Administrator

Main Responsibilities:

- Provide invoices to Subcontractors on site on a weekly basis
- Prepare documents for Progress Billing to ensure that all information was captured
- Filing/ Data Retention
- Contacting 3 party contractors to ensure they have all requirements met to be on site.
- Payroll- completing LEMS
- Camp and travel booking
- Setting up new employee's in system
- Preparing timesheets for Foreman
- Compiling and sending all paperwork to HR
- Ensure new hire paperwork is in order and appropriately filled out
- Time & Material sheets (T&M's)
- Maintain reports from manual or electronic files, inventories, mailing lists and databases
- Managing Office duties
- Order supplies and maintain inventory
- Photocopy and collate documents for distribution
- Respond to telephone enquiries
- Provide general information to workers
- Process incoming and outgoing mail
- Send and receive messages and documents using fax machine or electronic mail

Job Specific Knowledge:
- Must have at least 5 years of payroll experience
- Ability to work in highly dynamic and changing environment
- Proficient in Microsoft Word and Excel program
- Must be able to work in a fast-paced environment, repetitive tasks, and sitting for extended periods of time

Industry Specific Experience:
- Site Administration experience in the construction industry is strongly preferred

Mandatory Training Requirements:

- CSTS 09
- WHMIS 2015