

Project Administrative Assistant (Site)

Wood has an opportunity available for a **Project Administrative Assistant (Site)** to support our construction team on our Project site near Gogama, ON. The administrative assistant will be performing duties such as coordinating and setting meetings and conferences, obtaining supplies, recording and production of formalized meeting minutes, working on special projects, material & supply orders, preparing documents and correspondence and maintaining schedules, as required. Required to handle confidential and non-routine information on a daily basis.

Key Responsibilities

- Coordinate and lead the specialized project administrative support to Site Construction Management Team(s) and assist Project Home Office Team
- Identify administrative steps needed for successful project completion, modify processes to fit needs as necessary and coordinate those activities and associated communication
- Coordinate and arrange meetings, prepare agendas, and reserve and prepare facilities
- Arrange complex and detailed travel plans and itineraries and compile documents for travel-related meetings
- Prepare presentations, reports, letters and routine correspondence
- Manage the site elements, including liaising with HR Manager as necessary, for:
 - Personnel mobilization / demobilization
- Responsible for answering telephones, arranging conference calls and responding independently to routine business questions or taking and delivering messages as needed
- Prepare and Manage contractor weekly progress meeting and minute process. Support Construction Managers with meeting organization, minute taking, issuance, endorsement and

- recording.
- Manage office material supply orders.
- Organize and maintain file system and file correspondence and other records as needed
- Oversee the maintenance and alteration of office areas and equipment, as well as layout, arrangement, and housekeeping of office facilities
- Perform periodic document control functions

Skills / Qualifications

- Technical expertise: Word, Excel, PowerPoint, Outlook
- Speaks clearly and persuasively in positive or negative situations
- Listens and seeks confirmation of understanding
- Effectively responds well to questions
- Writes clearly and informatively; edits work for spelling and grammar
- Varies writing style to meet needs; presents numerical data effectively
- Preference will be given to candidates who live near Gogama, ON
- Authorization to work lawfully in Canada without sponsorship from Wood is required

To Apply, click on link below:

[Click to Apply – Project Administrative Assistant \(Site\) 2021-95659](#)

Or visit our careers page at <https://careers.woodplc.com/> nocache and search for 2021-95659

If you require assistance, please contact Debbie.cupido@woodplc.com