

Site Project Administrator - Timesheet Clerk

Wood currently has an exciting opportunity for a **Site Project Administrator - Timesheet Clerk** to join our Mining & Minerals construction project located near Gogama, ON. Reporting directly to the Project Controls Manager, this role will be responsible for the data entry, coordination, and validation of Contractor Labour, Equipment, and Material Timesheets (LEM).

Key Responsibilities

- Assist in development of LEM template and communicate with Contractors.
- Follow up with Contractors if Weekly LEMs are not received on-time.
- Double check LEM summaries provided by the Contractors
- Ensure all data entry fields are populated with correct information
- Produce Weekly LEM summary and discuss with Contract Managers

Skills / Qualifications

- High School Diploma or equivalent required
- Intermediate to advanced Excel skills
- Good sense at numbers and strong attention to detail
- Effective communication
- Good time management to meet the weekly report deadlines
- Authorization to lawfully work in Canada without sponsorship from Wood is required

To Apply, click on link: [Site Project Administrator – Timesheet Clerk – 2022-11685](#)

Or visit our careers page at [Wood - Careers at Wood - Job Listings at Wood \(icims.com\)](#) and search for 2022-116865

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