

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	COMMERCIAL ADMINISTRATIVE ASSISTANT
Department:	COMMERCIAL
Reports To:	COMMERCIAL MANAGER

RESPONSIBILITIES

The Commercial Administrative Assistant (CAA) will:

- Demonstrate excellent organizational skills, attention to detail and the ability to multitask.
- Maintain a positive and productive working relationship with the Commercial Manager and the Finance Staff.
- Provide clerical support for the Finance Team, including scanning, filing and photocopying.
- Assisting with the tracking and collection of financial information as supporting back-up to client Forecast and Earned Value invoices.
- Perform any and all other duties as assigned and provide assistance as needed to other teams.
- Provides administrative and/or secretarial support to the project team at their designated location.

MAIN TASKS AND DELIVERABLES

- Coordinating with employees for activities related to the operational support of the assigned work location.
- Act as liaison with the Management team for commercial support on a daily basis.
- Operating laptop computer system to prepare, edit and compose correspondence when required.
- Preparing and distributing minutes, and agendas for required meetings.
- Prepare and maintain project documentation (ie. Binders, files, etc.).
- Provide proper handling of confidential materials (ie. Locking filing cabinets, shredding, etc.)
- Assisting department personnel with expense reporting.
- Scheduling and coordinating meetings, events, site visits, conference calls, calendars, taxi/shuttle rides, WebEx calls, and other similar tasks for key management staff.
- Arranging and coordinating boardroom meeting schedules at the various office locations.
- Organizing and maintaining electronic and paper files for various project related functions.
- Acting as a backup when required for other Office Administration staff in other work locations e.g. (breaks/vacations).
- Act as an ambassador within your team to promote a positive and safe working environment.
- Any additional duties as required by your department to promote an efficient workplace.

QUALIFICATIONS

- 4-5 years of prior work experience desired.
- Experience in construction environment, an asset.
- Excellent organizational skills, attention to detail and the ability to meet deadlines.
- Computer proficiency and comfortable using technology.
- Proficient in multi-tasking in a team oriented environment.

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- Professional manner and appearance.
- Exceptional listening and communication skills.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.