

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	PROJECT ADMINISTRATIVE ASSISTANT
Department:	HUMAN RESOURCES
Reports To:	HR MANAGER

RESPONSIBILITIES

The Project Administrative Assistant (PAA) will:

- Provides administrative and/or secretarial support to the project team at their designated location.
- Perform general clerical and project related tasks. These tasks include but are not limited to expense reporting, project calendar management, coordination of site visits, resolving various administrative inquiries/problems and assisting with the operation of the office.

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 office administration support on a daily basis.
- Operating desktop 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

- Graduate from the Office Administration Program, and/or completion of various Office Administration courses, and/or equivalent experience in an office administration role.
- Project experience in the Oil & Gas Industry is an asset.
- Knowledge of following tools: Microsoft Office (Outlook, Word, PowerPoint, Excel).
- Proficient in keyboarding, and ability to learn in-house applications.
- Initiative and ability to operate independently with limited supervision.
- People person and being active member of a team environment.
- Discretion, good judgment, adaptable and versatile individual.
- Excellent organizational skills and ability to multi-task.

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- Effective listening, written and verbal communication skills.
- Must be willing to travel to site daily as this is an onsite position located in Argentina, NL.

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.