

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	EXECUTIVE ASSISTANT
Department:	CONSTRUCTION
Reports To:	GENERAL CONSTRUCTION MANAGER

RESPONSIBILITIES

- The Administrative Assistant role provides administrative and/or secretarial support to the project team at their designated location. They 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
- Effective listening, written and verbal communication skills

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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.