

Job Posting

JOB REFERENCE # 23053EV

POSITION: Project Administrator
LOCATION: Edmonton or Calgary, AB
STATUS: Full-time

THE COMPANY:

Ecoventure Inc. is a growing environmental company focused on providing clients with unparalleled service. Our diverse team takes pride in providing common-sense solutions to complex technical problems. We are committed to safety, professional excellence, technical quality, and client satisfaction in everything we do.

As part of our growth strategy, we seek to add a Project Administrator with experience in document creation and preparation with strong administrative skills.

POSITION SUMMARY:

The Project Administrator will support Ecoventure's project delivery system to achieve the following project delivery strategic objectives: project team and field program expectations; operational performance and business unit expectations; health and safety; client expectations for quality, schedule, and budget; financial performance for project-specific targets; and quality.

The successful candidate will be responsible for providing support in the following area:

Administrative Duties

- Supports the Business Unit Managers, Team Leads, Project Managers, QHSE, Corporate Administrator, and other personnel through the completion of assigned tasks
- Assist with the management of corporate Fleet and equipment requirements.
- Report Production
 - Assist in designing a company report production system
 - Oversee the document's entire lifecycle (inception to archival) (templates, forms, technical reports, communications, etc.)
 - Review and edit incoming documents and prepare for distribution
 - Ensure proper organization and security of documents (paper and electronic)
 - Make available, notify, and distribute documents to relevant recipients
- Project Assistant
 - Log document requests and help process documents as needed
 - Assist project managers within the business units with project needs
 - Take charge of all document identification, classification, and filing
 - Collaborate and communicate with managers and project managers/coordinators.
- Quality, Health, Safety & Environment (QHSE) System
 - Assist with developing and maintaining the company's quality systems and internal programs, ensuring compliance with ISO 9001.
 - Support internal QHSE compliance by working with business units to establish or improve processes by reviewing and providing input regarding existing Standard Operating Procedures (SOPs), controlled forms and policies/procedures.
 - Assists in writing and formatting SOPs, QHSE procedures and policies.
 - Update procedural documents and forms and ensure revised documents are accessible



- Design, update and maintain templates and field forms
- Participate in internal QHSE audit program, conduct internal QHSE audits, and prepare observation reports.
- Conform to company-enforced specifications and document control procedures for both internal and external documents

This position will allow the successful candidate to work with a diverse and experienced team. The individual's strengths, experience, and preferences will be considered and allocated appropriately.

Qualifications:

The successful candidate should possess the following competencies and experience:

- 2-4 years of professional experience in a relevant position
- A degree or diploma from a recognized post-secondary institution or equivalent experience.
- Strong computer skills
 - Intermediate to Advanced proficiency with Microsoft Word
 - Proficiency in creating and maintaining Microsoft Word templates
 - Strong proficiency with Excel, Adobe Acrobat, Microsoft Office suite, etc.
- Excellent organization and attention to detail
- Ability to multi-task while meeting deadlines

Additional assets might include:

- Experience working in a professional or consulting organization
- Experience working in the environmental sector.
- Knowledge of the oil and gas industry
- ISO 9001 Experience
- Experience with report production

APPLICATION:

We value people, ethics, integrity and honesty, professionalism, innovation, quality, technical excellence, teamwork, recognition of individual contributions, sustainability, and a satisfying and fun workplace.

We are committed to employment equality and encourage applications from all qualified career seekers. Interested and qualified applicants should submit a Cover Letter, Resume and References to the contact below. Please ensure all applications are concise and highlight qualifications related to the above responsibilities.

Ecoventure offers a comprehensive benefits package, flexible/remote work options and excellent compensation.

Thank you very much for your time and consideration in providing your resume to Ecoventure; however, only the prospective candidates will be contacted for an interview.

Please quote the job reference number above in all communication.

Contact: edmonton@ecoventure.ca