

Job Posting

JOB REFERENCE # 24062EV

POSITION: Project Administrator

LOCATION: Edmonton, 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 management, creation, and preparation with strong administrative skills.

POSITION SUMMARY:

The Project Administrator will support Ecoventure's project delivery system in achieving the following 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 areas:

Administrative Duties

- Supports the Business Unit Managers, Team Leads, Project Managers, QHSE, Corporate Administrator, and other personnel in completing assigned tasks.
- Engage with management and team members to ensure internal systems are managed, updated, modified, or changed to provide accurate and timely data information.
- Develop and maintain project management documentation processes, procedures, and controls.
- Assist Project and Program Managers to guide projects through the Ecoventure internal Project Management systems (Microsoft 365-based)
- Assists with all phases of project management, including project setup, scheduling, invoicing, and project closeout, for environmental-related projects.
- Data entry of project status and updates to third-party platforms
- Creation and tracking of administrative documents related to third-party requests (e.g., crossing and proximity agreements, release agreements, etc.)

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.
- Excellent at written and verbal communication
- Exceptional with interpersonal relationships and customer service
- An organizing guru
- Technically proficient



- Self-starter with strong ambitions to grow with the company in the future.
- Ability to handle large volumes of data while maintaining integrity and meeting deadlines.
- Strong computer skills
 - Intermediate to Advanced proficiency with Microsoft Word
 - Strong proficiency with Excel, Adobe Acrobat, Microsoft Office suite, etc.
- Excellent organization and attention to detail
- Strong analytical, critical thinking, problem-solving skills, and a high degree of accuracy
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities.
- Able to forge, grow and maintain positive relationships with multiple groups.

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
- Microsoft Office 365 Management Suite Experience
- 3rd Party Management Software Experience

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

