

**Introduction: This opportunity is part of an on-the-job training initiative, delivered in partnership with Manitoba Hydro, designed to support employment pathways for Indigenous Women.**

**[Please submit resume's to cambrose@aecon.com](mailto:cambrose@aecon.com)**

**Job Title:      Project Administrator**

### **Key Responsibilities**

- Performs administrative duties for job sites ensuring all documentation regarding timesheets, equipment usage and all personnel related allowances are transferred to Accounting daily or weekly as required
- Learns, interprets and applies organizational policies, rules and regulations
- Establishes accounts with local suppliers for miscellaneous items for site
- Establishes and dismantles site offices as required
- Maintains an organized filing system on site
- Requisition purchase orders and process AP invoices
- Processes employees' payroll daily

### **Required Knowledge and Experience**

- Post-secondary education preferred
- 2 + years of office related experience with knowledge of purchasing, accounts payable and payroll is an asset. Basic accounting knowledge is required.
- Intermediate level of computer skills in MS Word and MS Excel
- Experience with SAP is an asset
- Strong communication skills, ability to deal tactfully with employees, visitors and customers
- Training in Safety and experience in the construction industry is an asset
- Must be a team player, be able to work independently and prioritize workload

### **Position Information**

- Work Location: Pointe du Bois Substation
- Start Date : September 2025
- Starting Wage : \$26.44/hr
- Benefits provided
- Transport / accommodations can be arranged depending on distance from home to project site