

DUZ CHO CONSTRUCTION

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Project Administrator

Duz Cho is looking for a Project Administrator to join our team.

Employees are expected to support and participate in a “culture of safety”, adhere to and be ambassadors of Duz Cho’s Code of Conduct and Values, act professional and amicable, and to treat others with dignity, respect, and fairness.

Duz Cho is a 100% Indigenous owned company, with ownership belonging to Mcleod Lake Indian Band. The successful candidate will have a deep understanding of the diverse cultures and histories of local Indigenous communities. They must have demonstrated experience in applying Indigenous knowledge in a professional setting, adhering to cultural protocols, and working with a culturally safe approach. Knowledge of the Truth and Reconciliation Commission of Canada (TRC) Calls to Action and a commitment to advancing reconciliation are essential.

Project Administrator’s responsibilities include working closely with our Project Managers to prepare comprehensive action plans, including resources, timeframes for projects. You will perform various coordinating tasks, like schedule and risk management, along with other administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you’ll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the Project Administrator’s duties are to ensure that all projects are supported with all the administration functions required.

Responsibilities

- Coordinate project management activities, resources, equipment and information;
- Answering phones and directing calls;
- Copying, scanning, and filing documents;
- Support tasks with internal teams and assist with schedule management;
- Make sure that clients’ needs are met as projects evolve;
- Assist project procurement management;
- Act as the point of contact and communicate project requirements to workers and leaders;
- Work with the Project Manager to reduce any hindrances that may be presented;
- Use tools to monitor working hours, help to get time entered systems;
- Assist in lodging arrangements;
- Assist in communicating with Corporate the needs and requirements of sites;
- Create and maintain comprehensive project documentation, plans and reports; and,
- Ensure standards are met when it comes to document control and issuing.



Requirements and skills

- Proven work experience as a Project Administrator or similar role;
- Solid organizational skills, including multitasking and time-management;
- Strong client-facing and teamwork skills;
- Familiarity with risk management and quality assurance control;
- Strong working knowledge of Microsoft Programs; and
- Knowledge of Heavy build / HCSS would be an asset.

Location: Mackenzie BC, this position will have to either work on site or in our office in Mackenzie, no remote options at this time.

Position salary will be \$70,000 / year.