



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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Site Administrator

Job ID	3540-4784	
Web Address	https://careers.indigenous.link/viewjob?jobname=3540-4784	
Company	CEDA	
Location	Fort McMurray, Alberta	
Date Posted	From: 2020-01-21	To: 2050-01-01
Job	Type: Full-time	Category: Engineering

Description

Key Duties and Responsibilities

- Provide reports required on a daily, weekly, monthly basis
- Work closely with payroll and accounts receivable to ensure accurate billing as per contract and employee payments on all auditable contracts
- Perform visual review of daily LEMS, prior to submitting to finance to ensure a streamline billing process, accountability and sign off on all daily LEM submissions by completing LEM review and sign-off cards
- Process LEMS and credits for divisional invoicing into internal and external systems (CDMS)
- Maintain weekly scope tracker, KPI logs, PO tracking logs
- Assist with coordination of employee site mobilization or activation of new hires, liaison with onboarding coordinator.
- Complete requisitions for site supplies, consumables or PPE
- Functional in ERP system to update employee information required for dispatching: work calendars, qualifications, business unit, company structure
- Track vacation, sick or personal days for onsite employees, update shift schedules for proper dispatch capabilities in ERP system.
- Provide other administrative, dispatch and operational support as required

Role Specifications

- 2-3+ years of related work experience;
- Minimum Grade 12 education - related administrative support certificate considered an asset
- Strong organization, prioritization, and problem solving skills with a high attention to detail
- Previous experience with CDMS would be an asset
- General knowledge of project costs, budgeting, accounts payable, accounts receivable and payroll
- Knowledge of Microsoft Office - Excel (advanced skills), Word (advanced skills), PowerPoint (advanced skills)
- Exceptional interpersonal and communication skills (written and verbal)
- Excellent customer service skills
- Ability to work within fast-paced, team dynamic and changing priority environment but also to work independently with minimal supervision
- High level of integrity, confidentiality and accountability

Personal Characteristics

- You have a keen eye for detail and can handle multiple tasks and projects
- You take on any sort of a challenge and don't shy away from asking questions
- You take pride in your work and are the best at what you do

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhausted list of all responsibilities, duties and skills required.

For more information, visit [CEDA for Site Administrator](#)