



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

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Project Administrator

Job ID	5B-51-C8-79-D1-F9	
Web Address	https://careers.indigenous.link/viewjob?jobname=5B-51-C8-79-D1-F9	
Company	Urban Systems Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2021-09-22	To: 2021-10-12
Job	Type: Full-time	Category: Office
Languages	English	

Description

About the Opportunity

Our growing Edmonton office is looking to add an enthusiastic full-time Project Administrator to our current team of professionals! We are searching for a self-motivated individual to work alongside a diverse group of project leaders, our network of communications specialists and other administrative professionals.

In this role, you will help to steward the application of our best practices across our teams with a professional and creative approach. More specifically, your role will include the following.

Project Administration – proactively support the coordination of projects throughout all phases from initiation to completion. This may include supporting client development activities, preparing proposals, tracking project schedules, drafting documents, filing project correspondence, quality system management, workload monitoring, record keeping, report editing, project status reporting and other project team support.

Contract Administration – You will be involved in all aspects of contract administration including bid document preparation, tendering, contract execution, obtaining paperwork, preparing progress draws, issuing standard letters, preparing change order, communicating with project partners and coordinating other administrative details.

Financial Administration - track established budgets and provide regular updates to project managers or clients; coordinate sub-consultant and client billings including preparation of draft invoices and collaborating closely with our accounting team. Utilize various reporting tools and create financial reports as required by individual project managers. Support for invoice coding, tracking, and support in follow-up on outstanding accounts.

Branch Administrative Support – Leading a number of administrative tasks associated with supporting the continued growth and evolution of our business.

Due to COVID-19, the opportunity to work remotely and from home does exist. Thinking beyond the COVID-19 pandemic, it is expected that you would be available to partake in some activities in-person, such as attending meetings, participating in branch activities, and collaborating on projects. Therefore, the individual would need to reside in Edmonton.

Experience

The ideal candidate for this position is a proactive and energetic self-starter who is committed to providing outstanding service both to the internal team and to Urban Systemsâ€™ clients! Candidates with 5 plus years of previous related experience will be given preference. Experience in a professional service firm in a similar capacity is considered an asset.

Essential Skills

In addition, we are looking for the following skills, strengths and abilities for this role are:

- â€¢ Post secondary education in a related field such as business administration or project management;
- â€¢ Technically proficient and experienced with all Microsoft Office programs, with sophisticated knowledge of Word, PowerPoint and Excel;
- â€¢ Desire to build positive relationships with colleagues and clients;
- â€¢ Strong service-oriented attitude;
- â€¢ Takes ownership and initiative;
- â€¢ Thrives in a fast-paced environment;
- â€¢ Keen attention to detail with exceptional organizational and time management skills; and
- â€¢ Excellent verbal and written communication skills

Work Environment

About Us

Urban Systems is an employee-owned inter-disciplinary community consulting firm with deep Canadian roots. We are united in our mission to transform communities everywhere into vibrant places where people want to live today, tomorrow, and forever.

At Urban Systems, vibrant communities are everythingâ€”including our own work community. Since 1975, we have grown to more than 500 people with 15 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector. Recognized as one of Canadaâ€™s top employers, we care for our communities and for our people. Itâ€™s our differences that make us exciting, and our shared belief in Urban Systems that binds us together. Weâ€™re searching for the creative and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

Our Commitment to You

At Urban Systems, our team is at the heart of everything we do, and we are committed to putting our people first! As part of our team, here are a few of the benefits you can expect:

- â€¢ Competitive compensation and health, dental & vision package
- â€¢ 3 weeks of paid vacation to start + statutory holidays
- â€¢ Parental leave top-up for new parents
- â€¢ Ongoing support for your professional growth & development
- â€¢ Flexible work hours & environment
- â€¢ A tight-knit culture exemplified by respect and inclusion for all
- â€¢ Opportunities to create impact as part of an inter-disciplinary team

How to Apply

Click "Apply Now"

If this describes your background, your skills, and your natural talents, please visit our website for more information and submit your resume and cover letter.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity among our teams leads to building vibrant communities.

Submit your application by: October 12, 2021, at 9:00 am PST