

Valard invites interested members of the participating communities to apply for the following position on the Waasigan Transmission Project (Thunder Bay to Dryden)

Project Assistant

Project Assistants will report to the Project Manager (PM) or their designates and assist with daily administrative duties, liaising with office and field staff, and corporate data entry/support. In this position, the Project Assistant would gain field, construction industry, and project administration experience while representing Valard and the assigned project.

This is a fixed-term role from January/February 2025 and August/September to March 2027.

Description and Job Duties:

- Part of the Project Team, liaising between site operations and the office support staff
- Project Assistants will look after data entry/support in a variety of areas including but not limited to:
 - **Financial Support** – Purchase order site requests/entry, collection of packing slips/tickets and sending to Edmonton office, procurement support, Fleet work order support, purchase order closeout support, expense report submissions. Payroll issue support, communicating with corporate Payroll
 - **Timesheet Support** – Reviewing timesheets for consistency and correctness, time entry into Valard's payroll system
 - **Camps Coordination** – Onsite coordination of camps, communicating with Edmonton office and travel to ensure rooms are booked
 - **Travel Coordination** – Scheduling of flights, accommodation, shuttles, etc. as required by project personnel, scheduling of travel to/from site
 - **Small tools and consumables** – Support ordering at site for operations ensuring sufficient tools, materials, personal protective equipment, and office supplies are present, ordering when supplies get low
 - **IT requests** – Relaying requests to IT for site equipment or access and ensure it is provided or implemented per the request
 - **Reports** – Data collection and entry for daily, weekly, and monthly reports
 - Documenting and distributing meeting minutes for various site meetings

Requirements:

- Minimum of 2 years experience in a related field of work in an administrative role

- Valid Ontario Class G Driver's License
- Experience performing document control would be an asset
- Past experience working at a construction site office would be an asset
- Experience working at a utility company would be a strong asset
- Sourcing experience in a large enterprise (construction preference) would be an asset
- Previous experience using JD Edwards would be an asset
- Post-secondary degree or diploma would be considered an asset
- Excellent interpersonal, verbal and written communication skills
- Strong knowledge and experience with Microsoft office programs
- Superior organizational and time management skills
- Strong initiative and the ability to problem solve
- Ability to learn new programs/systems quickly
- Attention to detail is key

Candidates must be willing to reside in remote areas in a camp environment on a shift rotation of 20 days on and 8 days off (20/8). Work will be conducted in 11 or 12 hour days.

Positions available: 2

Estimated Start Date: 1 x Jan/Feb 2025, 1 x Aug/Sep 2025

Closing Date: When Filled

Please forward resumes to hr@valard.com