

Title: Project Administrator**Term: Permanent, Full-Time****Location: Coquitlam, BC****ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

SUMMARY

The Project Administrator will provide the communication point between field staff, customers, subcontractors and other external resources. The role calls for flexibility, self-motivation, a willingness to help with an enthusiastic personality and the desire to assist with special projects as assigned from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contract administration (change orders, correspondence, processes);
- Assisting with the scheduling and coordination of field crews / workers;
- Client billing /invoicing;
- Producing reports and correspondence;
- Responding to employee and customer inquiries;
- Create and maintain staffing and scheduling documentation, records, and reports;
- Creation and maintenance of electronic filing systems;
- Stock taking of materials;
- Other related office duties as required.

JOB REQUIREMENTS

- Quick learner and willingness to look for efficiencies;
- Great attention to detail;
- Professional demeanor, a self-motivated attitude;
- Strong computer skills, specifically in Microsoft Excel and Outlook;
- Strong interpersonal and communication (both written and verbal) skills and the ability to work well with employees at all levels of the organization;
- Ability to work well individually and as part of a team;
- Inquisitive, not afraid to ask questions and investigate alternatives before recommending solutions;
- Demonstrated ability to exercise sound judgment and discretion when managing confidential and sensitive information.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- College Diploma or certification; or a combination of relevant training and experience;
- Minimum 2 years office/administrative experience;
- Experience administering BC Hydro Distribution ROC work would be an asset;
- Experience using Microsoft Navision, Sharepoint, Power BI and/or SAP an asset;
- Construction industry experience an asset;
- Prior union experience an asset.

CORPORATE COMPLIANCE RESPONSIBILITIES**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important.

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger.

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values.

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.

- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

HOW TO APPLY

If you are looking for an exciting career with a fast-growing progressive company, please email your resume to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.