

	
<b>Job Description</b>	
<b>Position:</b> Project Administrator	<b>Reports to:</b> PMO
<b>Summary</b>	
<p>The Project Administrator (PA) will be part of a team responsible for the scoping, planning and delivery of projects from initiation / start-up, schematic design / design development, detailed design, and services during construction.</p> <p>The PA is responsible for project administrative activities including but not limited to maintaining project documentation, attending project meetings (both internal and external), completing project set-up, communication and coordination with stakeholders, financial and administrative close-out requirements.</p> <p>By using software, analytics, best practices, and other skills and methods, the PA will ensure the continuity of projects and seek to continually improve, refine, and optimize efficiency.</p> <p>The PA reports to the Project Management Officer (PMO).</p>	
<b>General Purpose and Responsibilities.</b>	
<p>The PA is responsible for supporting the PMO.</p> <p>As a PA, you are responsible to assist in preparing schedule, invoices, client submittals, drafting letters, respond to City comments, site visit reports, meeting minutes, preparing and verifying proposals, preparing CCN's/ CCO's, document tracking and control, and project coordination.</p> <p>The PA will also work with clients and engineering staff to document and handle project issues as they arise and document solutions. Interact with employees, clients, subcontractors, and vendors.</p>	

## **Main Job Tasks and Responsibilities**

### **Project Initiation / Start-Up**

- Inputs project information into databases and completes project set up process.
- Assist the PMO and the engineering team with kick-off meetings and minutes.
- Communicates with client and stakeholders to schedule meetings.

### **Project Tracking and Documentation**

- Maintains project documentations such as project plans, meeting minutes, contracts, bid packages, document tracking sheets, technical and financial close outs.
- Monitors project progress and timelines and prepares status reports to assist with timely project delivery.
- Assist the PMO for proper development of design documents, ensuring timely delivery.
- Manage the PMO's Calendar.
- Attend meetings (in person and by videoconference) and take meeting minutes.
- Assist with calculating all productivity labour.
- Create and manage all Project binders (Shop drawings, CCNs, site visit reports, City comments, etc.)
- Price and prepare small quotes and estimates.
- Fill out and prepare site access documents & work permits.
- Follow and manage project schedules.
- Assist with quality control progress and milestone reviews and signoffs.
- Assist with project coordination in the documentation of design and construction activities such as: planning, coordinating and supervising site changes, progress draws, including crew location and details.

### **Project Reporting**

- Prepare various reports to support monitoring of project progress, costs, key performance indicators, etc.

- Type and proofread reports, letters, charts, graphs using word processing, spreadsheet, and data management applications.
- Organize/manage client's requests for information (RFIs).

### **Project Close Out Administration**

- Executes project close out requirements.
- Gathers and ensures receipt and sign-off of all project documentations.
- Files project documentations.
- Ensures receipt of all invoices from subcontractors. Follows up with subcontractors where required. Reconciles contracts to invoices to ensure accuracy and ensures all invoices are paid.
- Reviews and reconciles actual project expenses against cost estimates.
- Other duties as assigned.

### **Education and Experience**

- Diploma in Construction Management, or Construction Technology, or a Diploma from a related discipline.
- Minimum 6 months of experience as a project administrator in the field of Construction.
- Individual must have strong written and verbal communication skills and perform detailed analysis in various software programs.
- Ability to meet deadlines and work on multiple projects in a team environment.
- Ability to work independently with minimal managerial supervision.
- Experience in MS Excel, MS Word, and MS Project.
- Previous consulting experience is an asset.
- Ability to speak French is an asset.