



The Cahill Group is one of the largest multi-disciplinary construction companies in Canada, with operations from Newfoundland to Alberta. We believe in taking care of our people with rewarding career opportunities, competitive compensation packages, and a dynamic working environment.

Project Administrator
CCE-PA-09-27

The Cahill Group has an immediate requirement for a Project Administrator for an ongoing project in Labrador on the Muskrat Falls Project site.

Responsibilities

- Complete daily entry and submission of staff and trade time for payroll and client reporting into Microsoft Excel for up to 400 people.
- Compile and submit daily labour, equipment and material (LEM) reports to Client
- Support the day-to-day activities of the project.
- Liaison with Foreman, General Foreman, Superintendents and Shop Stewards.
- Perform daily/weekly reporting for the Project Manager, Project Controls Lead and Construction Manager.
- Liaison with all unions to maintain trade manpower on site.
- Assist with general office administrative duties (minute taking, coordination of boardroom meetings, ordering of office supplies, greeting appointments upon arrival, etc.).
- Prepare project documents for archiving once project is complete.
- Assist with logistics for various testing, training and orientations, as needed.
- Performs other administrative duties as required.

Qualifications

- Successful completion of an Office Administration program.
- Proficient use of Microsoft Excel
- Three to five years' related experience.
- Ability to work independently, or within a team, as required during the completion of assigned tasks.
- Ability to complete deliverables on time in a fast paced environment

If you are interested in joining our growing team, please apply in confidence to employment@cahill.ca, quoting competition CCE-PA-09-27. While we thank all applicants for their interest, only those under consideration will be contacted.