



Simpco Resources LLP

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Job Posting

ID# 21020 – Admin Assistant, 3 Positions

WHO ARE WE:

Located in the beautiful North Thompson valley, at Simpcw Resources Group we provide environmental, management, and operational services while preserving Simpcw culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpcw'ulécw (Simpco Territory) by being the major contractor and competing for work in both the public and private sectors.

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WHAT'S THE JOB?

Simpco Resources LLP is looking for an experienced **ADMIN ASSISTANT** interacts with Project managers, operations staff, and various sub-trades daily primarily in the pipeline maintenance industry and can include multi-disciplinary civil projects. Admin Assistant responsibilities include preparing action plans, analyzing risks and opportunities, and gathering necessary resources. Admin Assistant manages contracts and process paperwork, and report on variations for a broad range of project work.

This is a contract position, working six (6) days on and one (1) day off rotation, includes weekend work. Camp accommodations are provided.

WHAT YOU DO?

- Maintains office services by organizing office operations and procedures, preparing sub-contractor payroll, controlling correspondence, designing, or maintaining filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Prepare and submit LEMs / Electronic Daily Billings to the client.
- Set up subcontractors in financial ERP system and reconcile subcontractor invoices against daily tracking.
- Enters subcontractor progress payments; coordinates the collection of documentation (such as statutory declarations, WCB clearance letters, certificates of completion, insurance certificates) required from subcontractors for release of payment.
- Enters hourly employee payroll information from time sheets; acts as back up for salary payroll entry.
- Reviews, analyzes, summarizes information, identifies trends and communicates regularly.

WHO ARE WE LOOKING FOR?

- Business Administration Diploma or relevant post-secondary education
- Two to three years' experience in similar role; specific industry experience is an asset
- Proficient with Microsoft Office software (Word, Excel, Outlook, PowerPoint)
- Strong analytical skills with attention to detail
- Strong organizational, interpersonal, problem solving and analytical skills
- Strong written and verbal communication skills along with excellent business and technical writing skills
- Proven team player with the skills and ability to build and maintain internal and external relationships
- Commitment to continuous improvement and excellent customer service
- Proactive, self-motivated, problem solver and results oriented
- Ability to handle a heavy workload and work in a fast-paced environment with shifting priorities
- Experience working with Indigenous owned organizations
- Valid drivers license and clean abstract

WHAT CAN WE OFFER YOU?

- Competitive Compensation
- Positive and collaborative team
- Meaningful work

Note: Pre-Employment Drug and Alcohol Testing is required for this role.

Application Deadline: April 16, 2021

Thank you for your interest, however, only those selected for interviews will be contacted.
Preference will be given to qualified applicants of Aboriginal ancestry as per
Canada's Human Rights Act and legislation surrounding Employment Equity.

Please submit cover letter and resume via email to careers@simpcwresourcesgroup.com with the Subject Line:
ID# 21020 – Admin Assistant - Contract by 11:59pm on the closing date.