

Project Administrator
Canadian Projects Limited, a Tetra Tech Company
Power

Canadian Projects Limited, a Tetra Tech company, is a leading provider of consulting, engineering, and technical services worldwide. Our reputation rests on the technical expertise and dedication of our employees—27,000 people working together across disciplines and time zones to provide smart, sustainable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development. Tetra Tech combines the resources of a global, multibillion dollar company with local, client-focused delivery in over 500 locations around the world. We offer competitive compensation and benefits and are searching for innovative people to join our teams. We are an equal opportunity employer.

Job Details:

We are currently seeking **Project Administrator** to join our exciting renewable energy team in Calgary, AB. The successful candidates will be required to:

- Provide administrative support for renewable energy (hydroelectric, wind and solar) projects.
- Support the project manager by providing effective document management, project organization and communication to all project participants (clients, engineers, contractors, etc.) to ensure project goals are met in terms of quality, timeliness and cost.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Responsibilities:

Project Administration and Project Manager Support

- Provide document control for renewable energy projects in accordance with internal document distribution procedures.
- Track, distribute, file and monitor internal and external project documents, drawings, specifications and deliverables.
- Ensure document standards are met and provide the formatting, compilation, checking and reviewing of reports and letters.
- Assemble, issue and administer tender documents, document the receipt of bids, assemble, issue and administer contracts and contract changes.
- Assemble and administer service and supply contracts.
- Provide general administrative support and guidance to the project managers, engineers and designers.
- Assist in project schedule management.
- Prepare project contracts, work orders and change orders, as required.

Project Accounting

- Verify, process and obtain all required approvals for project invoices.
- Record and distribute invoices as required by contracts.
- Input cost data into project accounting and prepare summary reports for monthly Status Reports.
- Liaise with clients, consultants, contractors and suppliers to clarify discrepancies.

General Administration

- Assist in the review of RFP documents and preparation of proposals.
- Assist in the updating of business development and marketing materials including resumes and project sheets.
- Assist in the management of internal company processes related to monthly management reporting and financials, including invoicing, accounts receivable and accounts payable.

Requirements:

- Minimum of 5 years administrative experience, preferably with consulting engineering or project related experience.
- A post-secondary degree or diploma in business or administration is preferable.
- Capable of working on several major projects simultaneously in a multidiscipline environment.
- Must be proficient with MS Excel and Word.

Additional Information:

- A requirement of working for Tetra Tech is that you are at least 18 years of age and legally entitled to work in Canada. (A copy of a valid work permit may be required.)
- If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational and security) and professional reference checks is required. Some Tetra Tech positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment.

For more information on our company, please visit our website at www.tetratech.com. To apply, please submit your resume and cover letter on the Careers portion of our website at www.tetratech.com/careers.

We thank all applicants for their interest; however only those selected for an interview will be contacted. Tetra Tech is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. Please contact local HR regarding any accommodation requirements to make the recruitment process accessible to all interested parties.

We invite resumes from all interested parties including women, minorities, veterans and persons with disabilities.

No calls or agencies