



## Liburdi GAPCO

1230 South Service Road, Stoney Creek, Ontario L8E 5C4 Canada

### Project Administrator

**Location:** Dundas, ON

**Web Site Address:** [www.liburdi.com](http://www.liburdi.com)

**Number of Positions:** 1

**Posting Date:** December 2017

**Contact Email:** [resume@liburdi.com](mailto:resume@liburdi.com)

**Reference Number:** JD12212017

**Please quote the above Reference Number in relation to your application**

Liburdi GAPCO (The Great Atlantic and Pacific Pipe Welding & Construction Company, Inc.) is a provider of welding solutions to the construction and power energy industries. Through the use of state of the art technology, advanced weld engineering, skilled trades and project management, Liburdi offers customers a cost effective, high quality service and product.

A Project Administrator is responsible for supporting a Project Manager's (PM) management of scope, cost and on time execution. The Project Administrator will support such functions, but not limited to, schedule updates, time keeping, facilitate meetings, update project changes to the teams, distribution of documentation, etc. in support of PM activities.

The Project Administrator must be willing to travel throughout North American and Europe. Approximately 50-60% of the Project Administrator's work time will be spent travelling. The position is for the day shift however, shift times may change dependent on project requirements. Project site conditions are comparable to construction environments found in Oil & Gas industries, shipyards, industrial sites and nuclear facilities.

**Typical Duties Include (but are not limited to):**

- Collaborate with the PM, collect information on the project status and update the schedule as needed.
- Collect and process project related documentation, timesheets, material receipt records (packing slips) and etc.
- Facilitate meetings, take minutes, and update stakeholders with relevant information.
- Support the PM in communicating scope changes and/or overall changes in the project.
- Support the PM with cost tracking and reporting.

**Key Skill Requirements:**

- Strong verbal and written communication skills
- High attention to detail
- Ability to handle multiple tasks
- Ability to manage difficult situations and work well under pressure
- Proficiency in Microsoft Office, especially Excel and Project software

**Key Education/Experience Requirements:**

- Diploma in accounting or business administration is an asset
- 3 to 5 years' experience in construction supporting projects is required
- Experience in cost accounting practices or project costing is an asset

**Application Information:** This role is a permanent full time position. Candidates should be able to obtain a Passport, travel VISA's and pass various background / site access checks as required by our clients. Candidates should have a valid driver's license. Interested individuals are encouraged to forward their resume to: [resume@liburdi.com](mailto:resume@liburdi.com)

Liburdi is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.