



**595 Cityview Blvd. Unit 11
Woodbridge Ontario, Canada L4H 3M7
Phone 416 977 5477 Fax 416 977 5477**

REPORTS TO: Project Manager or Senior Project Engineer

STATUS: Salaried

Summary: The Project Administrator assists & supports the Project Management team in performing administrative functions such as assisting in transmitting of documents to/from Client/Subs/Suppliers/etc, general Document Controls, monthly billings, assisting in subcontractor & supplier billings/invoices, assisting in job-site employee on-boarding & off-boarding, and other tasks as assigned by the Project Manager.

KEY INTERFACES: Project Manager, A/P Specialist, Senior Project Engineer, Project Engineer, Payroll Specialist

LOCATION: Based in Labworks Offices initially and with transfer to Labworks project site office located in North York, ON.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Processes and tracks Submittals to owner, contact subs for items to be submitted
- Processes and tracks formal correspondence with Clients and Subcontractors
- Create and Process Subcontracts
- Assist Contract Administrators and Project Engineers with job-site compliance tracking
- Create Purchase Orders
- Process and Code all invoices for payment
- Create Subcontractor Monthly pay applications using EVM tools.
- Update Gate-three software or other electronic file hosting services
- Request for information, follow up with owner response to sub requesting information
- Cost out all Extra Work Orders, and work with owner for agreed payments
- Review Pay Estimate for accuracy
- Complete new hire paperwork, orientation and drug test with craft
- Track training hours monthly and report to the owner for payment
- Track all materials purchases and services for the project

- Order supplies for job office and project
- Order materials
- Assists Safety Department with inventory maintenance of PPE on site
- Create job site binders
- Daily quantity review & approval

ESSENTIAL JOB QUALIFICATIONS

REQUIRED SKILLS: Proficiency in MS Office Suite including Word, Excel, Publisher and PowerPoint.

PREFERRED SKILLS: Experience and proficiency in Gate Three, Procore or similar construction management platforms.

EDUCATION AND EXPERIENCE: This position requires two or more years of experience performing work in the role of Project Administrator or similar position. A college/university degree in a related field of study is required for candidates with proven past work experience.

Please forward your resume and any other supporting information, in confidence, to:

Suzan Kerekian
Human Resource Leader
Labworks International
suzankerekian@labworksinternational.com