



Job Opening: Project Administrator

Fred Welsh Ltd. team in conjunction with Trotter & Morton Ltd. (FWL-TM) is looking for a motivated individual to join our team full time in Duncan, British Columbia. The Project Administrator will report to the CFO of Fred Welsh and work on the Cowichan Hospital Redevelopment project site.

Roles and Responsibilities

- Responsible for answering phones and coordination of couriers
- Responsible for ordering site office supplies
- Manage and maintain the flow of files for the project
- Compile, log and distribute reports and documents for the project team when required
- Maintain accurate packing slips and requisitions for the project team
- Work with Accounts Payable (AP) for the set-up of new vendors
- Enter AP invoices for approval
- Data entry into Viewpoint and excel for approval
- Enter field labour time into the BCIB employee portal
- Enter project management and administration labour time into Viewpoint
- Assist with obtaining site vehicle passes
- Process related company transactions when required
- Draft internal and external correspondence for the project team
- Administer project document control processes within the project team
- Perform other duties as assigned

Required Skills

- Excellent time management and the ability to prioritize tasks
- Ability to learn new software with proficiency of Microsoft Office applications, specifically Microsoft Excel
- Professional, approachable and customer-service oriented
- Strong work ethic and positive team attitude
- Attention to detail and a high degree of accuracy
- Strong oral and written communication skills



Required Experience

- Previous administration experience is preferred but not required
- High school diploma or equivalent

Additional Requirements

- Work on the Cowichan Hospital Redevelopment project site
- Some travel to the Fred Welsh (Coquitlam) or Trotter (Burnaby) offices may be required

Salary Range

- \$50,000 to \$60,000 per annum

Our Commitment to Diversity

FWL-TM is an equal opportunity employer. We are committed to hiring talented, qualified professionals without regard to race, age, gender, or any other protected ground and to providing an environment without discrimination.

Every effort is made to provide fair and equal employment and development opportunities and to ensure that our policies regarding hiring, compensation, promotions, and transfers are based solely on skills and capabilities, job requirements, job performance, and other job-related criteria.

To apply, please email resumes to braeden.george@khowutzun.com

We thank all applicants in advance, however, we will only contact candidates selected for an interview.