Project Administration Officer

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Position covered by the Collective Agreement with USW Local 4120

Project Administration Officer

Finance and Administration, Physical Resources

Hiring #: 2023-0281

Please read the Application Instructions before applying

Reporting to the Manager of Capital Accounting, Physical Resources, the Project Administration Officer will be responsible for assisting Physical Resources’ Design, Engineering, and Construction (DEC) groups in the execution of procurement and administration functions in support of University construction and renovation projects. Specific responsibilities include: creating industry specific project and purchasing documents such as Requests for Proposals and Certificates for Payment; tendering contracts using online public bidding systems; processing, logging, and archiving project documents; creating and issuing project communication documents such as signage, campus bulletins, shutdown notices and notices of work; generating project authorization forms for circulation, ensuring appropriate approvals; assisting DEC management with the creation and upkeep of Vendor of Record lists for both consultants and contractors; providing administrative support including filing, word processing, editing, and proof-reading; taking and preparing meeting minutes, reports, letters and other documents; and other associated duties as assigned. Following training, the Project Administration Officer will also take the lead in the use and customization of DEC’s web-based construction project management software platform, as this is where many of the tasks outlined above are executed. The incumbent will work closely with the Administrative Support Clerk and is expected to work collaboratively to address incoming requests. The incumbent will be working in a busy, open, noisy, fast-paced office environment.

Requirements of the position include: A two-year Community College diploma in construction management or business administration, together with a minimum three years’ related experience in a building construction environment; a Certified Technician designation would be an asset. Other requirements include: excellent communication (both oral and written), listening, and interpersonal skills; strong problem solving and organization skills; an orientation to detail, including the ability to edit documents for flow and accuracy of information; software proficient with a strong knowledge of the Microsoft Office suite; and the ability to perform a high volume of work quickly and accurately. Proven ability to make decisions using integrity and sound judgment is also required, as is the ability to work effectively both as an independent self-starter and as a valued member of a team. The successful candidate must be adaptable, flexible, and sufficiently analytical to recommend process improvements.

Position Number         808-012
Classification               USW, Local 4120 Salary Band 4
Salary Range              $25.22 Minimum
                          $28.18 Normal Hiring Limit
                          $34.12 Job Rate

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2023 06 28
Closing Date: 2023 07 19 (extended)