



Project Administrator – Inspection Services

A unique opportunity to embrace technology, work in a team in a fast pace engineering office environment

Come work at a rapidly growing engineering firm that is staffed with industry experts, has great benefits, and prides itself on developing our people.

The Company

Planview Utility Services Ltd is an engineering firm that provides engineering design, sub-surface investigation and geographical information related services to telecommunication companies and electric utilities. Our workforce is a mix of veterans of the industry and youthful enthusiastic technical resources. We have pride in our collegial culture and host multiple regular corporate sponsored social activities. Our embrace of the use of technology plays a large part in our success.

The Position

Initial responsibilities include administration and invoicing activities for the Inspection Division reporting to the Project Manager. Responsibilities to include:

- Daily acceptance of Purchase Orders from clients
- Preparation of Planview Utilities Services Ltd Projects in Project Database (Quickbase)
- Daily acceptance of inspectors reporting and invoicing to clients
- Create, maintain and implement reoccurring working relationships from both internal and external resources
- Create, update and maintain project information in Project Database
- Process client invoicing tracking through NVMT
- Working closely with field inspectors on a daily basis
- Create and update reports on a weekly basis
- Support Executive Management as required
- Other administrative and project accounting tasks, at the direction of the manager
- Other activities as required

Specific Requirements of the position

- Strong problem solving and troubleshooting skills

- Accurate data entry
- Excellent communication skills to liaise with team, clients and management
- The ability to deal with multiple tasks and conflicting deadlines
- Showing initiative and friendly, positive attitude
- Proficient in working in Microsoft Office, Word Processing, On-line databases and tracking tools
- Able to create pivot tables, charts, graphs and other detailed summaries within various tracking and Microsoft office type programs
- Valid Driver's License
- Strict confidentiality and privacy

Preferred Skills

- Experience in administrative procedures
- Working experience in database type software applications

The Location

Planview Utility Services Ltd has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province. The reporting office for this position is in Markham Ontario but most times job can be performed remotely. Travel will be minimal up to 5% of the time.

Why You Should Apply

If you like to work as a part of a team, interact with employees and clients, work in a team environment, receive competitive compensation, and be trained in current practices, then you should apply for this position.

Note

Planview Utility Services Ltd is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview Utility Services Ltd will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.