



# **SITE ADMINISTRATOR – SHIPPER/RECEIVER**

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**REPORTS TO:** SITE SUPERINTENDENT

## **SUMMARY**

The Site Admin will support the Site Superintendent by ensuring proper communication and efficient flow of all required paperwork and all administrative functions required between the site and the various departments. The Site Admin will also act as the Shipper/Receiver for all incoming and outgoing materials on the site. This is an indoor/outdoor position in all weather.

## **RESPONSIBILITIES**

- Provide administrative support for the construction site
- Enter timecards electronically and facilitate site approvals with payroll
- Set priorities for carrying out administrative function to maintain smooth operations as well as to meet multiple competing deadlines
- Act as the first point of contact at the construction site for employees, inspectors, visitors etc.
- Working in collaboration with Head Office personnel to maintain paper-flow to/from (i.e. purchasing, payroll, accounts payable, operations team, human resources)
- Assist with all new hire onboarding and ensure documentation is received by HR
- Prepare reports as needed and/or facilitate distribution to relevant internal and external parties (i.e. fuel tracking, meeting minutes, inspection reports, occupancy documents etc.)
- Retrieve/receive and organize rapid purchase orders/packing slips from staff
- With direction, plan and schedule long-lead deliveries according to construction schedule
- Use mechanical and power vehicles to load and unload goods (if operator is not available)
- Physically count materials and product, noting damages or short shipped items.
- Follow appropriate purchasing procedures and employ tracking measures
- Manage site inventory and waste of materials/products
- Prepare relevant shipping and receiving documents

## **REQUIREMENTS**

- Minimum two years' experience in an administrator role
- Exceptional proficiency in MS Office Suite
- Working experience using construction management software or ERP
- Demonstrated organizational skills and ability to manage time well
- Established good communication skills both oral and written
- Strong interpersonal skills to build and foster partnership with teams
- Demonstrated ability to remain focused on extremely fast-paced construction office environment, with minimal direct supervision
- Building supply product knowledge an asset, however training will be provided
- Ability to lift up to 35lbs
- Willingness to obtain Forklift/zoom boom certification on site



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**To Apply**

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