



Project Administrator Seasonal May - October

West-Can Seal Coating Inc. (West-Can) is a privately owned road infrastructure company specializing in pavement preservation and roadway construction across Western Canada. West-Can Seal Coating Inc. has been in business for over 35 years. As one of the largest pavement preservation companies in Western Canada, West-Can operates offices located in Saskatoon Saskatchewan, Didsbury and Bruderheim Alberta and in Brandon Manitoba. These divisions provide services in Asphalt Milling, Pulverizing, Grading, various Pavement Preservation services along with Liquid Asphalt Manufacturing. For more information on the company, please visit www.west-cansealcoating.com

West-Can is seeking qualified candidates to join our team for the 2021 season.

Day to Day Responsibilities:

Administrative:

- Daily labour hours submittals and verification with drivers' daily logs for all positions
- Control, manage, and account for all site documentation and reporting to main office.
- Reviews cost codes, submitting for invoice payment against delivered items involving production: bills of lading, packing slips, scale tickets, etc.
- Coordinate fuel card assignment to crew members with superintendent and office direction
- Manage onsite staff allocation and communicate personnel movements with relevant parties
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- Assist with on site safety requirements, ensure all required items are documented and submitted to company safety lead.
- Arrange for relevant permits (vehicle weights and dimensions, haul use agreements) Ensure client/owner/customer receives all required documentation in a timely manner
- Keep track of relevant job correspondence
- Communication, schedule and co-ordination with sub-contractor(s)
- Complete necessary activities/steps to ensure timely processing of employee timesheets
- Knows, applies and leads the team in ensuring safety policies and procedures are adhered to
- Assists the Foreman in the overall planning and scheduling to ensure that the project is completed in a timely and cost-effective manner
- Maintains appropriate communications with crew foreman and senior management when required
- Monitoring onsite safety performance, ensure compliance is maintained.

Requirements:



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- Ability to work extended hours, including overtime and seven days a week.
- Willingness to travel and spend extended time away from home, including out of province work.
- Working computer proficiency with MS Office (Word, Excel, Outlook)
- Able to organize and prioritize demands, handle complex tasks, set and meet deadlines and follow-through within a fast paced environment with multiple and competing demands
- Basic understanding of project job costing, time entry and billing processes
- Strong interpersonal and communication skills
- Ability to build and maintain effective relationships and work within a team environment
- Strong organizational and time management
- Past paving/civil construction experience is an asset
- Ability to lift 70 pounds
- Class 5 or greater driver's license
- First-aid standard level C with CPR and AED

Qualities of a successful candidate:

The individual must be a self-starter, have strong organizational and communication skills in the coordination of multiple projects. This position will have a high level of accountability and responsibility. The successful applicant will take direction from the Foreman and must have good interpersonal skills to work with management and other employees.

Benefits to working with the West-Can Seal Coating Team:

- Competitive pay rates + living allowance
- Excellent safety record, COR certified in multiple provinces, with Behavior Based Safety (BBS) rewards program.
- Benefit packages including; health benefits and RRSP contribution matching
- Opportunity to travel across Western Canada
- Ability to advance and grow with a family owned and operated company

West-Can offers on the job training, a great team environment and opportunities for advancement.

While we appreciate all applications, only those candidates selected for an interview will be contacted. As part of our standard recruitment process, suitable candidate(s) will be required to undergo pre-employment drug screening and provide us with a 5 year Driver's Abstract as a condition of employment.

For further information or to apply, email: hr@west-cansealcoating.com or visit www.west-cansealcoating.com.