

Project Administrator

People are at the centre of our brand. Every day we deliver on our brand promise to Cherish Customers, Deliver Flawlessly, and stay a Step Ahead. Our people look beyond the conventional and reach for the extraordinary to win outside the box.

UTS Consultants' reputation is built on providing comprehensive engineering solutions. Our philosophy is to engineer it once. Our quality workmanship ensures projects are completed on time and on budget.

Successful UTS employees:

- are Customer-centric – they understand and embrace the role of delivering exemplary customer service
- are Leaders – who lead by example through their actions and attitudes
- are Innovators - they look for opportunities to improve, do things differently, and add value for our customers and business
- Commit to Excellence - in all that they do

ABOUT THE ROLE

Reporting directly to the Program Manager of Operations and accountable to other Program Managers, the primary purpose of this role is to provide administrative management of multisite projects, coordination of activities for clients and internal stakeholders, and provide operational support for the administrative functions of payroll, accounts payable and receivables. The primary focus is to effectively administer and improve communications between the project teams.

ACCOUNTABILITIES

- Perform tasks in support of the Program Manager necessary to keep projects running smoothly, such as records keeping, resource coordination, scheduling, and ensuring compliance with government and safety regulations.
- Coordinate work activities with Project Managers, Project Coordinators, CAD Technicians, Design Technicians, Survey Technicians, Project Engineers and Field Inspectors.
- Oversee and perform administrative functions pertaining to each project.
- Interface directly with the client and other third party resources to discuss, review and provide support for project requirements.
- Adhere to strict project budgets and ensure key dates and benchmarks are met by internal and external resources to maintain critical project schedules and project completion deadlines for customers.
- Provide support to Project Managers/Coordinators in maintaining overall project budgets, costs and invoicing for multiple projects.
- Respond to escalating inquiries with a resolution immediately and collect data associated with projects and report their outcomes.
- Analyze processes in place and help to identify improvements.
- Ongoing development of UTS's methodologies to further develop operational efficiencies.
- Operational duties of payroll, accounts payable and receivables.
- General office duties, such as data entry, copying, filing, maintaining reports.



- Administrative functions are completed in accordance with established standards, policies, and procedures.
- Duties may change from time to time at the employer's discretion.

QUALIFICATIONS

- Diploma in project management or business administration or equivalent experience in a similar role.
- Previous experience in data entry and accounting.
- Understanding of telecom/OSP engineering considered an asset.
- Previous experience with utility companies (i.e. electric, gas, telecom, fibre optic).
- Intermediate knowledge of Microsoft Office productivity software.

SUCCESS FACTORS

- Dependable – solid grasp of project management concepts and demand in a fast paced environment.
- Analytical - strong problem solving and troubleshooting skills.
- Communication - excellent communication skills to liaise with team, clients and management.
- Multitask orientated - the ability to deal with multiple projects and conflicting deadlines in a fast paced environment.
- A master of time management.

COMPENSATION

- Competitive wage based on experience and knowledge.
- Defined Contribution Pension Plan with employer matching program.
- Employee voluntary RRSP contributions.
- Employer paid medical, prescription, dental and vision benefits.
- Employer paid basic life insurance.
- Employee voluntary auto and home group insurance.
- Employer paid employee assistance program.

HOW TO APPLY

Job Location: Fergus, ON

Please forward resumes and cover letters to hr@utsconsultants.ca

We thank all applicants for their interest however only those selected for an interview will be contacted.

UTS Consultants Inc. is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, UTS Consultants Inc. 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.

