



## **PROJECT CONTROLS ADMINISTRATOR**

### **SUMMARY**

Reporting directly to a Vice President (or Senior Project Manager) in a designated engineering group, this position manages document and project controls, ensuring the appropriate project documentation has been completed accurately and inputted into the ERP and project folder system. The position will also provide administrative support as required to project teams.

### **PRIMARY RESPONSIBILITIES**

1. Maintain the OEL project folder structure, uploading change orders, opening, closing and updating any project changes
2. Manage document control for each project phase, ensuring all required documents have been completed correctly and input any required details into BST (OEL's ERP system)
3. Performing ad-hoc analysis as required by the Project Manager
4. General project coordination, logistics and administration
5. Ability to understand, create and/or manipulate spreadsheet (Excel) based applications involving calculations of a non-technical (engineering) nature.
6. Maintain cost control reports for clients
7. Follow up with vendors as required
8. Work with project team to ensure company policies, practices and standards are complied with
9. Format and edit documents as required.
10. Ensure project files for the project team are set up, maintained, correct and complete at close out
11. Prepare letters, transmittals and other documents as required
12. Provide support to project administrators as required
13. Coordinate, collect and compile team data on a, weekly and monthly basis for company reports and meetings
14. Provide reception support as required on a weekly basis
15. Other duties as assigned.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Post secondary degree or diploma in Business Administration, typically with 5+ years relevant experience
2. Experience in document and or project controls
3. Knowledge of petroleum industry terminology
4. Experience working in an engineering environment
5. Experience in project controls working on EPC & EPCM type projects
6. Exceptional interpersonal skills

7. Effective organizational skills
8. Attention to detail and high level of accuracy
9. Above average computer skills in MS Office
10. Ability to communicate effectively with a diverse group of professionals
11. Solid time management skills
12. Problem solving skills