



# Administrator

## (Safety, Quality, Traffic, Warehouse/Purchasing etc.)

The Administrator position is a field-based role and usually reports to their department head. While all administration roles share common attributes, a background in or knowledge of, the specific department the administrator is working in may be required.

### **Duties & Responsibilities**

- Follow all Safety Regulations, Laws, and Company Policies regarding work and workplace settings.
- Work with, and maintain confidentiality of, sensitive and personal information.
- Ability to file, alphabetize, proofread and format documents.
- Produce documents free from Spelling and Grammatical errors.
- Exact Administrator duties and responsibilities will vary with department.
- May have to work with/for other departments if a business need dictates.

### **Requirements & Attributes**

- Highschool or GED Required.
- Post secondary education and asset.
- Prior experience in an office setting.
- Strong command of Microsoft Office required.
- Familiarity with email, Adobe & SharePoint an asset.
- A background in the subject matter of your primary department is an asset (for example Occupational Health and Safety for the Safety Department).
- Excellent organizational and time management capabilities required.
- Ability to work under pressure and meet tight deadlines.
- Ability to work independent or as part of a team and willingness to take on new tasks and projects as assigned.

### **Additional Info**

- The work shift is 6 on 1 off (Sunday).
- 12 hours per day is usual but the day can be longer or shorter due to work requirements.
- All employees must pass a pre-access drug and alcohol test.
- All employees must have Pipeline Construction Safety Training (PCST).
- Must have own transportation to worksite or marshalling point as applicable.

Please send resumes to [employment@banister.ca](mailto:employment@banister.ca). Only those selected for a follow up call will be contacted. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.