



Administrative Assistant

Fort McMurray First Nation Group of Companies (FMFN Group) is the proud business entity of the Fort McMurray #468 First Nation. FMFN Group contributes to the overall growth and sustainability of our community by working with local businesses and industry partners. With over 30 years' experience, FMFN Group has become a leader in providing heavy construction and mining services in the Wood Buffalo Region of Northern Alberta.

JOB DETAILS

The Administrative Assistant will be responsible for day-to-day administrative duties, under supervision of the Construction/Maintenance Coordinator.

RESPONSIBILITIES

- Ensuring accurate data entry, exporting and importing information into appropriate program databases, including daily field reports such as manpower hours and equipment usage for billing purposes
- Provide and compile current reports generated from system databases
- Organize and manage all hard copy files and technical information; maintain and upload files regularly and electronically
- Liaise with Client-Partner representatives, managers and field personnel
- Provide administrative support by issuing employee change forms to Human Resources for site transfers, terminations and rate changes
- Coordinate and communicate with HSE, Training and HR regarding personal dispatch and site onboarding
- Create LEMS from daily field tickets for invoicing purposes
- Track and collect field reports for reconciling billing
- Adjusting and managing rental agreements based on internal templates
- Draft quotations for client submission with team feedback
- Perform other duties as assigned

QUALIFICATIONS

- Grade twelve (12) Diploma required or GED Equivalent
- Administrative experience in Maintenance and Construction is an asset
- A certificate or Diploma in Office or Business Administration is an asset
- Proficiency with Microsoft Office Programs at an intermediate level, and Adobe
- Knowledge of Bistrainer or familiarity with other databases is an asset
- Familiar with payroll practices, timesheet processing and tracking hours
- Ability to work with minimal supervision and collaboratively with management team members
- Strong organizational and interpersonal skills, with the ability to work under pressure with tight deadlines
- Class 5 Drivers license. Must have own transportation with the ability to drive to and from work about 30km south of Fort McMurray

HOW TO APPLY:

Please email your resume to hr@fmfnngroup.com. FMFN GOC would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted.