

Project Administrator - Security Solutions (Capital Projects)

03-Cost of Sales

932 - Nova Scotia, Dartmouth, NS, CA

30+ days ago Requisition ID: 2537

Apply Link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=49fc9bb7-d099-45c6-92c9-c9e12b133351&ccld=19000101_000001&type=MP&lang=en_CA&jobId=579849

Convergint is looking for a team-oriented, results-driven, Project Administrator to join our amazing Capital Projects team in our Halifax location. As the Project Administrator, you will be responsible for providing project support through ownership and management of project and contract documentation and facilitation of project team communications. The project administrator provides support, advice, resources and guidance to clients, contractors and Convergint staff in matters pertaining to pre-bid sales, project management, project execution and project close-out processes and procedures.

Who You Are

You have a passion for providing world-class service to customers, colleagues and communities. You are a person of integrity with a commitment to growth, accountability and delivering results. You want to join an organization with a positive culture that embraces inclusion and allows everyone to be the best version of themselves at work and home.

Who We Are

With 20-years of proven growth and exceptional performance, our mission is to be our customer's best service provider. We realize the importance of diversity in achieving that goal. Our company was built upon a solid foundation of 10 Values and Beliefs which drive our unmatched culture, making us the #1 global, serviced-based systems integrator in the industry. We take great pride in protecting the lives and assets of our customers and their communities with the solutions we provide.

What you'll do with "Our Training and Your Experience"

- Assist with project delivery and construction phase administration files and documents throughout the project life cycle including: fee letters, design contracts, project correspondence, bid/ scope packages, specifications, schedules, construction contracts, shop drawings, RFI, site instructions, change orders, building permits, invoices, projected revenue reports, staffing reports, document retention etc.
- Act as central information source by maintaining and distributing project details e.g. contract details/organization charts.

- Work closely with the Project Leads and Project Manager to create work plan, project schedule, and WIP and PMR updates in MS projects and Excel.
- Work with the Senior Operations Assistant and Business Development Executive teams to develop and maintain the account policy and procedures. Ensure all team members follow defined processes.
- Follow up with project team members on open issue logs and unresolved project tasks including Pre-Bid action items.
- Attend all Pre-Bid meetings to document action items for follow through. Assist Project Manager in following up on Business Development action items.
- Administer project setup and collaborate MS Project with the Project Manager.
- Assist in the distribution of project cost reports to responsible parties and help coordinate the validation and potential correction of costs incurred.
- Research, compile, process and coordinate project data e.g. data entry, report generation, metrics collection.
- Coordinate with other business areas such as OCT, Service, Safety and Installation teams relating to business activity.
- Organize, administer, and maintain project portal, electronic, and hard copy filing systems in accordance with Convergent's record retention policies and procedures.
- Work with the Project Manager and Accounts Receivable team for the preparation, coordination, analysis and tracking of client invoices and variances.
- Using the Spectrum system and download project costs and commitments. Track/report direct costs (direct labour, other direct costs, material and subcontracts) recorded in the Spectrum.
- Prepare Purchase Requisitions that will be converted into PO's and action through to Purchasing.
- Assist in the preparation of bi-weekly status reports and consolidating project related risk.
- Presents a professional image of Convergent Technologies at all times in appearance and behaviour and seeks opportunities to promote the services offered by the company.
- Acts as "our customer's best service provider" at all times thereby ensuring Convergent Technologies is the customer's first choice for service.
- Shipping and receiving of materials for projects and work orders
- Assisting with Prioritizing and Scheduling of service calls and work orders
- Assist with Scheduling of Technicians
- Support general office operations

What You'll Need

- Strong ability to work independently and as a team member.

- Excellent verbal, written and interpersonal communication skills and ability to deal with a wide cross section of people both internal and external to the business
- Strong attention to detail.
- Excellent customer service skills and awareness for customer care/satisfaction.
- Advanced computer skills - Word / Excel / PowerPoint / Visio/ MS Project
- Excellent organizational skills and the ability to handle multiple projects tasks simultaneously within tight deadlines.
- Shows initiative – engages in proactive behavior and looks for opportunities
- Strong analytical skills necessary to resolve problems and look for solutions
- Strong financial analytical skills including cost control
- Strong ability to facilitate a collaborative working environment for customers and team members

Requirements

- Diploma and/or degree in Business Administration, Project Management certification or related experience required.
- Engineering, construction or industry related experience in a contract and/or project management administrative support capacity.
- Minimum of three years of direct project/contract administration experience.
- Experience working in a multi-discipline project team.
- Experience in Industrial related projects.

Company Benefits and Perks

Convergent fosters a supportive, accessible, and inclusive environment in which individuals of different backgrounds and identities are able to realize their maximum potential within the company. We offer a variety of programs and exceptional benefits to all of our colleagues:

- Company Holidays and Paid Time Off
- Immediate comprehensive benefit plan (medical, dental, etc.)
- Employer contribution to RRSP
- Work environment committed to safety
- Colleague Assistance Program
- Tuition reimbursement
- Competitive salary and compensation plan
- Corporate Social Responsibility Day
- And much more...

Convergent is committed to a culture of Inclusion and Diversity and is an Equal Opportunity Employer.

Visit our Convergent careers site to learn more about the company and the exciting opportunities available.