

Employment Opportunity

Administrative Support – on-site

Rose Valley Wind Project

On-site Administrative Support professional to ensure the smooth, efficient day-to-day operations at a site level.

Key Responsibilities:

- Greet visitors, adhering to sign-in procedures, screening and directing inquires
- Document control support
- Timesheets and payroll support
- Enter, track and manage person hour stats for entire site including subcontractors
- Procurement support for site activities
- Ordering and maintaining an inventory of office supplies, materials and equipment
- Support offsite administration
- Support onsite field crews, Safety and QAQC teams for file access, printing and maintenance of filing system
- Health and Safety Compliance: ensuring compliance with on-site safety codes and tracking hours
- Office Trailer cleaning

Education:

- High school diploma or equivalent; a certificate or degree in office administration or secretarial work is preferred

Physical Requirements:

- Ability to be on-site 5 days a week, starting at 7:30 a.m. and potentially lifting, carrying or moving office supplies

It is a core value of Skyflo Renewables Ltd that we provide quality workmanship and we recognize that it is our employees that make this possible.

To further inquire or apply, please reach out with a little information about yourself and a resume to hr@skyflo.ca

