

What we do

CIF Construction is a premium heavy civil contractor specializing in concrete and earthworks across Western Canada. We deliver high-quality infrastructure projects for the mining, energy, forestry, oil & gas, and transportation sectors. With our own diverse fleet of equipment, including portable batch plants, we self-perform a wide range of services such as survey, scaffold, concrete, formwork, reinforcement, and cellular concrete. We are experienced in working in remote locations and challenging conditions.

Position Summary

Our Project Administrators spend the day playing a crucial role in supporting all functions at CIF including project management, supervision, safety, quality control, payroll, purchasing, and everything in between. No two days are the same and we pride ourselves on cross training so we can continually expand our range of expertise.

This position could be on active construction sites in remote locations throughout Western Canada on a rotational schedule that requires travel to isolated job sites and the ability to live in camp accommodations for extended periods. There is also a possibility to be based Monday to Friday, 7am to 4pm, in Prince George, BC. The ideal candidate is dependable, safety-driven, team focused, and ready to work where the job takes us.

Project Administration includes:

- Preparing and submitting project reports including LEMs
- Entering daily payroll
- Creating, maintaining & organizing project files, ensuring document consistency & accuracy
- Collaborating with accounting and purchasing departments to manage vendor invoices
- Coordinating site logistics including workforce scheduling, travel & camp bookings
- Assisting site supervision and purchasing department with supply management
- Acting as a liaison between project stakeholders, including clients, project management, engineers, supervision, workforce, personnel & community members
- Designing, tracking & maintaining project KPIs
- Managing onboarding activities including orientation & confidential employee file maintenance
- Supporting quality control, survey, safety & batch plant personnel to provide clients with project progress
- Maintain accuracy and efficiency of project data across multiple software platforms
- Track project deficiencies to resolution
- Serving as a first point of contact for employee inquiries

- Working with safety coordinators to ensure regulatory compliance
- Conferring with supervision and mechanics to track preventative maintenance

For this position you come equipped with:

- Post secondary education in accounting, payroll, or business administration
- 3+ years of experience in an administrative role
- Experience in construction environments is an asset
- Advanced skills in outlook, word & excel
- Experience with accounting, payroll, and HRES systems
- Proven attention to accuracy
- Strong collaborative work ethic in team-driven environments

And have strong skills in:

- Communication
- Relationship management
- Reporting
- Organization
- Time & priority management
- Customer service

The rate for this position is between \$31.48 and \$45.91 per hour based on experience.

Why Work at CIF

At CIF, employees benefit from a work-life balance with flexible time off and rewarding compensation that includes RSP contributions & competitive health benefits. We support a culture that prioritizes working safely to ensure everyone can enjoy days off with those most important to them. As an established company with over 30 years of success, CIF offers a stable and trusted workplace with low turnover, thanks to its dedicated team of long-standing employees.

If the role and what we offer is what you're looking for, please send your resume to ***jobs@cifcon.com***