



PROJECT/ADMINISTRATIVE ASSISTANT

B.J. Halow and Son Constructors Ltd. is searching for an assistant to our Controller and Project Manager. This position will be full-time, SEASONAL, May to September.

RESPONSIBILITIES:

- Provide support to the Project Manager and Office Manager Controller in an office environment
- Prepare Company and Owner standard documents with a high-level of detail throughout all stages of project lifecycle
- Submit notices and forms to appropriate authorities to ensure projects comply with all applicable legislations
- Ensure reports submitted by field staff are complete prior to submission to project Owners
- Organization and filing of all internal and external documents and reports received from field staff and project Owners.
- Other duties as assigned

QUALIFICATIONS and SKILLS REQUIRED:

- Experience in an office environment in the construction industry, including administrative support, data entry and document management
- Strong organizational skills with the ability to multitask and prioritize a heavy workload effectively
- flexible, thorough, punctual and works well under certain time restrictions
- Excellent verbal and written communication skills
- Proficiency in Microsoft office (Word/Excel); experience in using database software (specifically SAGE 300)
- Top notch interpersonal skills with an ability to work independently with minimum supervision and be part of a collaborative team
- Degree /diploma in business or civil engineering preferred
- Experience in mining and MTO projects considered an asset
- Legally able to work in Canada
- Class G drivers license; must provide own transportation – no accessible public transportation to our job site
- Monday to Friday working hours, casual dress with on-site parking
- Salary to commensurate with experience
- Send resumes to bonnie@halow.ca by April 4, 2025
- *We thank you for your interest, however only successful applicants will be contacted.*