

## Administrative Assistant - Projects

### **Labrador City, NL**

#### **Who are we?**

The Cahill Group is one of the largest multi-disciplinary construction companies in Canada. Cahill is building the future of oil and gas, mining, hydro, and social infrastructure on some of the largest construction and fabrication project sites in the country.

Cahill is currently recruiting for an on-site **Administrative Assistant** to support ongoing projects with our Labrador City location. Travel and accommodations will be covered by Cahill for this contract position.

#### **What will you do?**

- Support the day-to-day activities of the project team Establish and maintains project files (paper and electronic)
- Manage day-to-day office duties such as ordering supplies, keeping meeting rooms organized and other day-to-day tasks as they arise
- Assist with the preparation, submission, and maintenance of project documents including contracts, letters, forms and government permits
- Liaise with various unions to maintain trade resources on projects
- Collect all project documents from site offices and prepare for archiving upon project completion
- Support other departments and performs general administrative duties, when required

#### **What will you bring?**

- Successful completion of an Office Administration program Three to five years of related experience.
- Ability to work independently, or within a team, as required during the completion of assigned tasks.
- Ability to complete deliverables on time in a fast-paced environment

*The Cahill Group is taking measures to ensure business continuity while prioritizing the health and safety of our people, companies, clients, and communities. We remain open with revised visitor protocols, physical distancing requirements, increased cleaning, staggered work hours, and remote work.*

*If you are interested in joining our growing team, please apply in confidence. Cahill is an equal opportunity organization. While we thank all applicants for their interest, only those under consideration will be contacted.*

We strive to ensure that our application process is free of any barriers, however, we respect that there may still be limitations. If you encounter any accessibility barriers or require a specific accommodation, please reach out to our Human Resources team.

Apply at: <https://login.hrwise.com/hr/recruitment/job/Odd3b867aebc07ce2d93e97c5cd4c605/26711>

