

Site Project Administrator

Primary Location: Kitimat, British Columbia

Employee Status: Full-Time – Summer / Rotational

Are you passionate about providing an excellent client experience? Is safety always top of mind for you? Then you may be a good fit for Bridgemans Marine Transport.

We are a division of Bridgemans Services Group (BSG), which is a global provider of flexible, full-service flotel and marine transport solutions. BSG customizes services to the exact needs and locations of clients, ensuring that solutions meet precise specifications, including logistics, crew transfers, housekeeping, catering and the fulfillment of all HSE requirements. The company also specializes in refitting and refurbishing vessels to fulfill requirements in a range of sectors from major construction projects to natural resources and energy production.

We are currently seeking a driven **Site Project Administrator** to join our growing team in Kitimat, BC. Reporting to the Operations Manager the **Site Project Administrator** is responsible for the day to day administration in support of the Operations Manager, the HSE Manager and Corporate Team within the established operational, health and safety and other policies and procedures of the Company.

Key Responsibilities:

- Provide daily, weekly and monthly reports as requested for Operations or HSE Manager, and relevant reporting to client
- Manage supply inventory and purchases required to maintain the office
- Compile, copy, sort, and file records of office activities, business transactions, HSE and other activities
- Support accounting with performing accounting tasks including collecting all receipts and tracking expenses, invoicing, and other tracking
- Support the team with enquiries and other project administration tasks as assigned
- Enter information and maintain daily schedule as per the direction of the Operations or HSE Manager
- Act as primary contact for vendors and suppliers
- Maintain files, both digital and hard copies, categorizing and doing periodic reviews to ensure that they are current and accurate
- Arrange travel and accommodation for incoming and outgoing team members
- Arrange Drug & Alcohol and Physical Assessment testing pre hiring
- Act as primary contact for team members with payroll and other administrative questions
- New Hire and onboarding requirements

Qualifications:

- Relevant project and marine experience preferred and an asset
- 3 years administrative experience preferred;
- Health & Safety knowledge is an asset;
- Valid Class 5 driver's license;
- Able to clear a drug and alcohol test prior to hiring and potential random tests throughout employment with prior notice;
- Exceptional comprehension and command of the English language; (written & verbal);
- Outstanding organizational and time management skills;
- Excellent working knowledge of Microsoft 365, Teams (excel, word, etc.);
- Capability to multi-task and prioritize projects;
- Demonstrated ability to complete complex administrative tasks with minimal supervision;
- Ability to foster and maintain a positive tone within the team and to work cooperatively through personal behavior, work contribution and sharing of expertise and knowledge.

Required Certification

- Reliable mode of transportation & valid BC class 5 driver's license

Physical Aspects of Position (includes but are not limited to):

- Some repetitive, physical activity involved (Sitting, typing, walking, kneeling, reaching, lifting);
- Lifting light to medium level weights (up to 20lbs. frequently, 50 lbs. occasionally);
- General Office environment.

TO APPLY:

Email resume and cover letter with "BMT – Site Admin posting" in subject line of the email to: careers@brgmans.com

We thank all applicants but only those selected for an interview will be contacted.

Drug & Alcohol testing is completed prior to an offer of employment.

Must be legally able to work in Canada.