



April 14, 2022

JOB POSTING

Position: Assistant Project Coordinator
Company: Nipissing-Miller GP Inc.
Location: Nipissing First Nation
Reporting to: Project Coordinator
Start Date: To be determined

Responsibilities:

- Responsible for the administration of contracts and contractual obligations
- Facilitate daily payroll entry, as well as cost tracking and scheduling
- Completion of hiring packages
- Adhere to policies and procedures
- Administrative duties such as letter writing, note taking, and preparing purchase orders
- Attend meetings related to the project
- Other duties as assigned

Requirements:

- Working near/on construction sites
- Daily exposure to construction environment (ex. working outdoors, noisy, fumes, etc.)
- Ability to perform effective verbal and written instructions
- Must have post-secondary education in civil engineering (preferred) or business administration
- Accounting experience would be considered an asset
- Must comply with non-disclosure practices regarding confidential information
- Must be available for travel on short notice and work long hours during the construction season
- MTO experience is considered an asset
- Must be able to handle high pressure situations
- Must be proficient with Microsoft Office software
- Have a valid driver's licence
- Must be punctual and reliable
- Must be a team player

Interested candidates are requested to apply to the role no later than **5:00 p.m.** on **Friday, May 20, 2022**, directly to Sara Edwards, Human Resources at sara.edwards@millergroup.ca.