



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our fellow citizens and the prosperity of the communities in which we live.

Position: Administrator

The successful candidate would be part of the Project Administration Group under the direct of the Project Administration Team Lead.

Duties include but are not limited to:

- Project reports, proof-read, edit, format with highest standards
- Finalization of quotes, proposals and correspondence
- Provide administrative support to business groups
- Prepare invoicing as required
- General filing and organizing of project files/records in network environment
- General knowledge of accounting principles
- Other tasks as assigned, relative to administrative requests

Position Requirements:

- University or college graduate with a Business Administration background
- 2 – 5 years' experience in project cost controls/scheduling/planning related to project management; working knowledge of Project Management standards and practices is a definite asset.
- Excellent computer skills, MS
- Excellent grammar and English
- Some accounting knowledge
- Some French language skills would be an asset

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individual selected for an interview will be contacted.