



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 citizens and the prosperity of the communities in which we live.

Position: Project Administrator

GENERAL FUNCTION:

The successful candidate would be part of the Administration department and support Team Lead, Project Administration. Please note, this is a contract position for the period to December 2021 This position is in the Markham office.

RESPONSIBILITIES:

- Provide company-wide delivery of all project reports, with quality excellence, service and QA compliance.
- Finalization of quotes, proposals and correspondence
- Provide document control on projects as requested and defined by QA initiatives
- Provide administrative support to business groups
- Prepare invoicing as required and ensure accuracy
- General filing and organizing of project files/records in network environment
- Prepare transmittals to send documentation to external parties
- General knowledge of accounting principles
- Other tasks as assigned, relative to administrative requests
- Complete current week time sheets for submittal to your supervisor for approval no later than 10am the following Monday.

QUALIFICATIONS:

- College course work in a Business Administration background
- Minimum 1-2 years of experience in an administrative role
- Excellent computer skills, MS Applications along with ability to quickly learn new applications
- Excellent grammar and English
- Some Macros knowledge
- Some French language skill will be an asset
- Prior knowledge and/or experience working with advance MS Word, formatting, grammar and spelling checks is preferred
- Advanced MS Excel, working with formulas, exporting and importing data
- Accounting knowledge and invoice preparation with formatted back up



CORROSION SERVICE

- Excellent communication skills
- Advanced Microsoft application skills
- Resourceful and excellent problem-solving skills
- Strong organizational and time management skills

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.

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. You must be legally eligible to work in Canada.

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