



# Project Administrator – 14 Month Maternity Leave Replacement

Competition # 2020 PA 019

Location – Mount Pearl, NL

Do you like playing an integral role in keeping teams *afloat*? If so, we must *admin*, we'd love to hear from you.

## WHAT YOU'LL DO

As the Project Administrator, responsibilities include but are not limited to:

- Coordinate, administer and maintain project management correspondence and documents
- Maintain schedules of appointments by planning and scheduling meetings, conferences, and teleconferences
- Produce information by formatting charts, inputting data, editing, retrieving, copying and transmitting text and data graphics
- General administrative tasks for project team
- Create and update workflows as required for business process
- Prepare and provide documentation to internal teams and key stakeholders
- Coordinate quality controls to ensure deliverables meet requirements
- Assist project teams with preparing request for proposals, and other project needs
- Main point of contact for Document Control for your project team
- Develop and deliver a Document Control Orientation for all employees
- Receive, distribute and file daily document control emails
- Receive and process inputs for project teams
- Maintain RFI (request for information) and work sheets
- Process deliverable, RFI and any official project documentation daily, utilizing Genoa Document Control processes and time fence rules
- Quality control of administrative components of project and operational documentation

## WHO YOU ARE

In addition to being organized and detailed individual who is fulfilled by building trusting relationships, you are:

- A collaborative team player who can manage competing priorities and deadlines
- A talented communicator with a meticulous attention to detail
- Are switched on by working in a high-performance environment dedicated to continuous improvement
- Understand the importance of sound quality and document control processes

## WHAT YOU'LL NEED IN YOUR TOOLKIT

- Minimum of three years of project administrative experience in an engineering or construction project environment
- Diploma in Office Administration or related field
- Must be proficient in MS Word and Excel
- Experience in the use of databases and electronic file management software
- Proven competency in a project capacity, including a strong understanding of scheduling and tracking
- Proven ability to work with a team to sustain and improve project performance
- Team player and strong interpersonal skills with a positive, open-minded personality
- High adaptability and flexibility with the capacity to do work under changing work demands and competing priorities
- Effective communication skills with individuals at all levels of the organization; and
- Demonstrated ability to prioritize, meet project deadlines and problem solve

So, you're a match? Please include competition number 2020 PA 019 in the subject line of your application submitted via email to [jobs@genoadesign.com](mailto:jobs@genoadesign.com) by March 30-2020. Genoa is an equal opportunity employer and while we are grateful to all applicants, only short-listed candidates will be contacted.

## WHO WE ARE

Genoa Design International has been providing production design and 3D modeling services to shipbuilding and offshore industries around the world since 1995. In that time, we've become one of the most sought-after production design firms in the North American shipbuilding market.

With collaboration being the cornerstone of our work, we approach every day with a focus on our core values: Put People First, Create Lasting Relationships, Make a Difference, Own It, Never Stand Still and Live Well. Our customers tell us that our employees' everyday demonstration of our values sets Genoa apart from our competitors.



## WHY YOU'LL LOVE WORKING WITH US

Working for us is good for you. Really!

Our collaborative, fun and team-focused workspace is designed to give everyone a voice & the opportunity to make meaningful contributions.

We're an employee-owned company that's used ourselves as guinea pigs in researching what makes a 5-star workplace. It's always evolving, but these are some of the joys we're using to keep the pep in our step:

### *The 'What You'd Expect' Stuff*

- Attractive compensation
- RRSP matching program
- Comprehensive group insurance plan
- Vacation, discretionary days, and yay-cation days- because who doesn't like extra vacation time?
- Employee profit-sharing plan and share ownership plan

### *The 'Let Us Surprise You' Stuff*

- \$1000/yr wellness incentive to buy whatever makes you happy
- Our new gym is your new gym
- Group stretch breaks
- Quiet rooms where you can take a break, dim the lights, and re-charge
- An outstanding commitment to training, development, career growth & opportunity

On a day-to-day basis, you'll notice that our rock 'em sock 'em coffee machine will eliminate the need for a morning coffee run. You'll be invited to enjoy assorted extras such as Genoa swag, values points, team-building events, catered lunches and a snack-filled state of the art kitchen.

## CORE VALUES

Live Well | Own It | Make a Difference | Never Stand Still  
Put People First | Create Lasting Relationships

