



TRON

**BUILDING
THE FUTURE**

OUR MISSION:

Total customer satisfaction achieved through a commitment to:

- Safety
- Cost Effectiveness
- Environment
- Quality Workmanship
- Reliability
- Training and Apprenticeship
- First Nations and Metis participation
- Cooperation

POSITION: Site Administrator/Document Control

POSITION OVERVIEW: Tron is looking for a Site Administrator/Document Control to join the team. This work will be completed across southern Saskatchewan. This position will be operating on a 40 hour per week schedule, subject to change based on project requirements.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the project team on site.
- Form positive working relationships with site personnel including Client representatives.
- Prepare reports as requested.
- Perform surveillance and care and custody of site materials.
- Download pertinent reports and information to DropBox.
- Answer and direct incoming calls to site office, and handles all onsite incoming and outgoing mail correspondence.
- Order and coordinate all site supplies.
- Other duties as required by the Supervisor/Safety Officer.

QUALIFICATIONS REQUIRED:

- Previous industrial site experience.
- Computer skill proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Familiarity with cloud-based networks (DropBox, Google Drive, etc).
- A Certificate or Diploma in Administration is considered an asset.
- SCSA SCOT certification and CODC Rights and Responsibilities certification are an asset but can be acquired prior to site mobilization.

We encourage qualified First Nation candidates to apply for this position.

We thank all candidates for their interest, however, only those selected for the short-list will be contacted.

CLOSING DATE: January 19, 2018

Please submit your resume in confidence to:

Tron Human Resources
301 - 2555 Grasswood Road East, Saskatoon SK S7T1K0
Phone: 306-652-4989 Fax: 306-664-8923

Email your resume and applicable certifications to:
employment@troncm.com www.troncm.com