

Project Administrator

Location: Ayr, Ontario

Company: HC Matcon Inc.

About the Role

HC Matcon Inc. is seeking a highly organized and motivated **Project Administrator** to support our operations, estimating, project management, and accounting teams. This position plays an important role in ensuring projects are properly set up, documented, and administered from tender through completion.

The successful candidate will thrive in a fast-paced construction environment, enjoy working with a variety of people, and be able to manage multiple priorities while maintaining exceptional attention to detail.

Responsibilities

Responsibilities include, but are not limited to:

- Manage requests for quotations and create estimating files.
- Prepare project handover files for Operations and Project Management.
- Obtain and manage required project documentation, including:
 - Certificates of Insurance
 - WSIB Clearance Certificates
 - Bonds
 - Health and Safety documentation
 - Other contractual documentation
- Coordinate the execution, tracking, and submission of contracts and subcontract documents to clients.
- Scan, organize, and maintain both electronic and hard-copy project records.
- Set up project budgets and project information within the company's operations and accounting systems.
- Assist Project Managers with job cost inquiries and project administration.
- Prepare and maintain reports related to:
 - Work in Progress (WIP)
 - Backlog
 - Awarded projects
 - Estimating and operational data
- Coordinate office supply purchasing and inventory.
- Manage incoming and outgoing courier shipments.
- Provide administrative support to the Accounting Department as required.
- Coordinate corporate memberships, industry association renewals, event registrations, and travel arrangements.

- Prepare and submit contractor prequalification packages for upcoming tenders.
- Perform other administrative duties as assigned in support of the Operations and Finance teams.

Qualifications

The ideal candidate will possess:

- Diploma or post-secondary education in Business Administration or a related field, or an equivalent combination of education and experience.
- Previous administrative experience, preferably in the construction or engineering industry.
- Experience or knowledge in marketing, communications, or proposal preparation would be considered an asset.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- Strong organizational and time management skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- Strong problem-solving skills and a proactive, innovative approach to work.
- Ability to work independently while collaborating effectively with a diverse team.
- Professional, positive, and customer-service-oriented attitude.

What We're Looking For

The successful candidate is someone who:

- Takes pride in keeping projects organized and on track.
- Enjoys supporting multiple departments and contributing to team success.
- Is dependable, adaptable, and eager to learn.
- Can identify opportunities to improve administrative processes and efficiencies.
- Maintains confidentiality and professionalism when handling sensitive information.

Why Join HC Matcon Inc.?

HC Matcon Inc. offers a collaborative team environment where employees are encouraged to grow professionally and contribute to the success of challenging and rewarding construction projects. You'll have the opportunity to work closely with estimating, project management, operations, and accounting while developing a broad understanding of the heavy civil and deep foundation construction industry.