



Saskay Administration/Accounting Clerk “Clerk of the Works”

Saskay Land Development LP (Saskay) is a subsidiary of the Kwikwetlem First Nation and are located off Pitt River Road in Port Coquitlam, BC. We are looking for an experienced Project Administrator/Accounting Assistant to join our Team - a true “team player” with a keen eye for detail who will support the Superintendent with tracking job costs and assembling daily paperwork. We are experiencing rapid growth within the organization and our business interests, so this will be a fun, fast-paced role, with many projects to assist with.

Position Responsibilities

- Compile supporting documents, check rates and enter invoices daily to Finance, ensuring they have correct Job number, G/L and Cost Codes related to site preparation and construction for review by the Site Superintendent
- Prepare PO’s as requested and forward for the appropriate approvals
- Organize deliveries to site and maintain paper and electronic records for all estimates, quotes, short-paid invoices, job costs, not yet billed costs, as well as back charges
- Be a master at tracking paper from the vendor to Finance
- Reconciling vendor accounts, and identify invoice discrepancies, if any
- General administrative duties: typing, photocopying, -spreadsheets, filing and other duties
- Organize and maintain all required Saskay correspondence in files and binders. This includes electronic filing for all construction related documentation and drawings
- Maintain lists of project vendors, including all associated extras and change orders related to contracted trades
- Other duties as assigned within the scope of the Clerk position.

Minimum Qualifications

- **Education:** Post-secondary diploma or degree an asset
- **Experience:** Two or more years of experience working in an office environment with strong administrative skills.

- Experience in an administrative/supportive role on a construction site, or job costing type environment is a must
- Highly detail oriented
- Ability to handle multiple tasks on multiple projects
- Ability to meet deadlines and cut-offs
- Excellent communication and inter-personal skills
- Ability to prioritize items that are critical
- **Computer Skills:** Strong working knowledge of Microsoft Office including Word, Excel (strong in Excel is a must) and Outlook. Knowledge of Microsoft Project and Sage100 an asset.

Work Schedule

This full-time salaried position works 8:30 am - 5:00 pm, Monday through Friday.

This position not only provides you with personal career growth opportunities, but it also is an opportunity to be a part of a passionate team who are building something that is full of purpose and great pride.

If this sounds like a position that would get you excited to come to work each day, then please provide us with your resume and cover letter explaining how you would be the perfect fit for the role.