



Project Administrator & Document Control

“We’re all CBNA”. It means that we share the same culture, expertise & refers to the efforts we take every day to make ourselves operate more tightly and agilely. Our pride, achievements, and experiences have all tied to the minds of teamwork, innovation, and novelty. Talented newcomers with creative and technical skill sets like these, along with an energy and enthusiasm that effectively contribute to team morale, are always needed as CBNA continues to grow. Beyond the high-level benefits and competitive salary is a plethora of opportunity to accentuate your career path, allowing growth from advanced trainings and experience, provided by CBNA, to build leadership, versatility, & consistency. CBNA is known for applying its capacity for technical and commercial innovation, cutting-edge engineering skills and expertise in development of heavy civil work to offices, hotels, airports, hospitals, schools, housing, exhibition centers, leisure facilities, etc. CBNA is the subsidiary of Bouygues Construction, operating in over twenty countries, also known for combining its networks alongside major contracts with highly added value.

POSITION SUMMARY

The Project Administrator and Document Controller will be responsible to assist Business Development Managers and construction Project personnel with administering daily work activities related to project pursuits, proposal production, coordinating meetings, job site office coordination, and document control.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide general office duties such as typing, maintenance of department library, flow of correspondence, filing, requisition of supplies, downloading documents from FTP, cloud-based servers, exchange servers, etc. (SharePoint, Salesforce, Procore).
- Write meeting minutes, research pertinent topics, and create presentations.
- Prepare standard form/template documents as requested by department members and dispatch accordingly, create document logs and follow up revisions, maintain current version on server, print as required.
- Scan, image, organize and maintain documents, adhering to company’s document control procedures
- Receive and process Requests for Information, or RFIs, from employees or clients and maintain the requests via tracking logs or project management platforms.
- Coordinate with IT department for acquisition all office equipment, while facilitating its maintenance.
- Maintains inventory of office supplies; orders new supplies and equipment as needed.
- Manage Department Calendar - Vacations, Missions (trips), Meetings, etc.
- Assist Account Payable with all project purchase order entries and invoices approval.
- Assist with Website design and maintenance.
- Data entry, log updating, on various website portals.
- Train employees in company’s document processes
- Other administrative duties as assigned.

SKILLS AND QUALIFICATIONS

- At least 2 years of experience performing the duties described above
- Associate Degree in Business Administration or related field a plus
- Strong proficiency in Microsoft Office is a must
- Candidate must be extremely detail oriented and have great organization skills
- Strong oral and written communications skills
- Experience in construction works and familiarity with the types of information handled is a plus

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