



Administrative Assistant, Project Controls

Sudbury, ON

We're looking for a detail-oriented Administrative Assistant, Project Controls to support our team in a fast-paced construction environment. This role helps ensure accurate, timely financial and administrative processes, including payroll, procurement, accounts payable, and client billing.

What You'll Do

- Build and maintain strong working relationships with project teams to ensure timely and accurate information flow
- Prepare, validate, and price Labour, Equipment, and Material (L.E.M.) documentation, ensuring correct rates, classifications, and cost coding
- Submit LEM packages for client approval, track status, and maintain organized records for audit readiness
- Reconcile LEM data with tracking logs using Excel-based tools to identify discrepancies and ensure data integrity
- Track on-site equipment to support billable cost recovery
- Generate and process Purchase Order Requisitions (PORs) and amendments
- Maintain procurement logs and monitor changes
- Submit packing slips to Accounts Payable for invoice matching and documentation tracking
- Liaise with Accounts Payable and Receivable to ensure accurate financial records
- Collect, validate, and reconcile timesheets within the payroll system
- Ensure proper cost allocation and compliance with agreements
- Support the preparation and reconciliation of client billing packages
- Ensure all documentation is complete, accurate, and submission-ready
- Help minimize billing delays through proactive data validation
- Coordinate onboarding, travel, and accommodations for project teams
- Provide general administrative support to project operations

What You Bring

- College diploma in Business Administration, Accounting, Construction Management, or a related field
- Minimum 2 years of experience in an administrative role. Experience in construction administration or project support considered an asset.
- Experience with payroll allocation, procurement tracking, accounts payable, and/or accounts receivable is considered an asset.
- Strong proficiency in Microsoft Excel, including data reconciliation and automation tools (experience using macros considered an asset).
- Strong organizational and time management skills, with the ability to manage multiple priorities
- High attention to detail and ability to work independently with minimal supervision
- Professional communication skills to collaborate with teams, vendors, and clients
- Valid driver's license and reliable transportation
- PMP or other professional designation considered an asset

What We Offer You

At TESC, we recognize that great people build great projects. We offer a competitive total rewards package designed to support your career, well-being, and future.

- Competitive compensation, including performance-based incentives
- 100% employer-paid health and dental benefits
- Progressive employer-matched pension plan
- Paid vacation, sick days, and statutory holidays
- Ongoing career development and advancement opportunities
- The opportunity to work on complex, high-impact industrial projects
- A strong safety culture and team-oriented environment where people support one another

Salary Range: \$48,000 - \$58,000. Salary will be determined based on relevant experience, qualifications, and demonstrated capabilities.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at careers@tesc.com