



Employment Opportunity

Position: LEMS Administrator
Location: Various Sites
Schedule: Full Time
Closing Date: Until position has been filled

TNDC is seeking an experienced LEMS Administrator. Reporting to the Project Controls Lead, the LEMS Administrator is responsible for assisting with the processing of LEMS (collection, validation and entry) on projects.

Responsibilities

- Entry of validated LEMS; time entries for labour and equipment.
- Collect, validate and cross reference of approved LEMS (tickets).
- Weekly, bi-weekly and monthly billing for projects.
- Checking of LEMS entries against vendor invoice backups.
- Check daily charges on LEMS against contracts and work requirements, and escalate discrepancies to cost control.
- Monitor exceptions, such as overtime, materials and new equipment.
- Ensure timeliness of the LEMs delivery to the client.
- Work with project controls personnel and field support on completeness and review of data.
- Work directly with employee onboarding for entry into the LEMS System.

Qualifications and Experience

- Excellent organizational, motivational, and interpersonal skills.
- Strong attention to detail and observation ability in a fast-paced environment.
- 3-5 years of related industry experience.
- Post-secondary education in business or accounting considered an asset.
- Intermediate working knowledge with MS Office.

Conditions of Employment

- Ability to pass a mandatory pre-employment drug and alcohol screening.
- Willingness to sign an Oath of Confidentiality.
- Full disclosure of criminal record and current criminal record check.
- Valid class 5 Driver's License.

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.