



Site Administrator

Who We Are

Clean Harbors offers lodging services within the refinery and petrochemical industry. We are the premier supplier of industrial lodges and drill camps to companies in Canada's North operating facilities in Alberta, British Columbia and Saskatchewan. We are a one-stop housing provider including design, construction, transportation, set-up, service, maintenance, catering, and housekeeping.

What We Offer

- Seasonal, full-time position;
- Monday through Friday work rotation, working eight (8) hours per day.

The Opportunity

Clean Harbors is currently looking for a Site Administrator to assist with our Legacy Mine construction camp project near Bethune Saskatchewan. The Site Administrator will be responsible for responding to internal and external customer inquiries, answering the phones, directing calls, time entry, mail records and recording and filing meeting minutes.

Key Responsibilities:

- Ensures health and safety is the number one goal by following policies, processes and acting in a safe manner at all times.
- Creating a welcoming environment for both internal and external customers;
- General reception duties (e.g. answering phones, meeting/greeting customers, filing);
- Ensure reception/administration area is kept clean and organized;
- Maintaining and entering payroll information
- Recording and filing minutes of daily/weekly site meetings

Key Qualifications:

- Degree or Diploma in Business Administration, Accounting or related field;
- Intermediate to advance computer skills (Outlook, Word, Excel);
- 2-3 years of previous customer service related experience;
- Ability to take initiative and to multi-task.

Please submit resume along with references, a copy of safety tickets and a copy of drug test to:

PFN Group of Companies

Box 79

Pasqua First Nation, SK S0G 5M0

Attention: Sheena Asapace email: sheena.asapace@pasquafn.ca

Carly Ironeagle email: carly.ironeagle@pasquafn.ca, Fax: 1-306-332-5199

