Prime Engineering is a full-service electrical engineering firm based in Victoria, BC, specializing in medium and high voltage power distribution solutions. Our staff consists of engineers, electricians, technicians, drafters, as well as business development, finance, and administration teams.
At Prime our client's trust is built on a history of responsiveness, client-first solutions, and our deep understanding of the industry. With a reputation for customer service excellence, we specialize in taking on unique challenges and delivering creative independent power solutions. We are committed to adding value to every project.

Prime Engineering is looking for a full-time, permanent Administrative Manager-in-Training to join our Finance and Admin team. Are you and experienced administrator/office manager excited by solving problems and providing solutions? Enjoy being an integral part of a team? Like working on a variety of different tasks? This might be the role for you. We need someone who is comfortable working with clients, vendors, and colleagues at all levels of the organization, and someone who takes pride and ownership over their responsibilities.

General Description:

The Administrative Manager-in-Training participates in rotational cross-training and provides support in all areas of Prime's day-to-day administrative and financial transactions including accounts receivable, accounts payable, and payroll while apprenticing to manage, supervise and coordinate the activities and operations of the Administrative team within Prime Engineering.

Leadership:

- Represent Prime Engineering Limited in a positive way both internally and externally
- Work to achieve overall company goals.
- Foster teamwork
- Take personal responsibility, and foster team responsibility to work safely

Accountabilities:

- Office administration
- Financial administration
- Support operations and corporate logistics
- General office and facilities supplies

Management Responsibilities:

Management:

- Employee performance management including, but not limited to, continually evaluating performance, producing and delivering formal and informal performance reviews, addressing performance and behavioral deficits, creating and implementing performance improvement plans, and providing coaching and mentorship
- Active participation in both the hiring and termination processes through collaboration with the Sr. Administrator, General Manager, and Human Resources

- Train to assume review and approval of team's timesheets and expense claims for accuracy, correct job coding, and adherence to applicable policies
- Train to assume review and approval of vacation requests, in accordance with resource needs and applicable policies
- Train to facilitate and chair weekly Level 10 Team meetings including tracking and compiling content for meeting agendas, assigning action items to appropriate resources, and maintaining minutes on Confluence
- Provide assistance / review / resources for your team, as required
- Participate in the creation, review and maintenance of division processes, ensuring they are clearly communicated and enacted by all team members
- Train to assume Management and maintenance of divisional Teamworks & Confluence pages
- As part of the Management team, share ideas and recommendations, support and implement continuous staff development, process, and procedural improvements
- Adhere to all Prime policies, directives, and standards
- Train to provide oversight, scheduling, and coordination of all administrative staff and functions
- Train to ensure cross training and backup for each admin/finance function

Administrative / Direct Duties

- Train to assume responsibility for all aspects of accounts receivable, including invoicing, troubleshooting, verification, follow-up, process related charges and refunds, credit memos, statements, an facilitate/coordinate collections
- Train to assume bank deposits
- Coordination and maintenance of office phones
- Train to assume preparation and submission of Records of Employment
- Train to assume responsibility for building security including key distribution and alarm system administration
- Train to direct job opening and closing tasks
- Train to provide financial reports and prepare/enter financial transactions & journal entries as required
- Participate in various ad-hoc administrative requests in conjunction with the rest of the administrative team
- Provide back-up for the following tasks:
    - Job transfers
    - Credit checks
    - Credit card reconciliations
    - Staff security clearances
    - Insurance certificates
    - Job folder maintenance (electronic & physical)
    - Job openings
    - Facilities management
    - Office supply procurement
    - Teamwoks maintenance – job set-up requests

- o Payroll processing
- o Timesheet processing / import

This description is not a comprehensive listing of activities, duties, or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Required Competencies:

- Capable of leading, directing, empowering and inspiring a team
- Capable of assuming responsibility and exercising independent judgement
- Able to evaluate a situation, determine procedures, prioritize work, delegate and implement solutions to meet objectives
- Excellent written and verbal communication skills, with tenacity to resolve issues in a timely manner
- Effective time management skills with the ability to multi-task and work on multiple projects concurrently under strict deadlines
- Able to adapt quickly to changing work demands without compromising accuracy and quality of work
- Outstanding client (internal and external) service
- Self-motivated, demonstrated initiative with a strong sense of urgency
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization

Qualifications:

- 3+ years of experience in office management
- A diploma or degree in a related discipline is preferred and accredited coursework in accounting or financial systems is considered an asset
- Canadian Payroll Assn certification is considered an asset
- Strong computer proficiency in all areas of MS Office; experience with ERP systems, NetSuite in particular, is considered an asset
- Demonstrated document management, administrative writing, data entry, general math skills
- Strong analytical and problem-solving skills
- Hands-on knowledge of bookkeeping & best practices is required
- Strong team focus
- History of demonstrated professionalism in managing sensitive & confidential information

Measures of Performance:

- Ability to manage work to deadline
- Quality of process, production, and documentation
- Communication and collaboration at all levels
- Customer satisfaction
- Adherence to Prime safety and training requirements