

JOB DESCRIPTION

EAM /Operations Administrator

Position Number: 99-04

Permanent, Full Time

Bargaining Unit Position – Level 6

Reports to: Vice President, Operations

Operations Department

SUMMARY

Works in a team-based environment and performs administrative support in a variety of areas including handling the logistics of the liquefied natural gas (LNG) delivery, maintenance of the Enterprise Asset Management (EAM) system, compiling reports, processing invoices, researching information, and other related duties. All work shall be carried out and properly documented in accordance with Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Manages the ordering of LNG including coordinating, planning and monitoring multiple schedules and forecasts; monitoring tank levels; and ensuring all paperwork (LNG transfer records, TDG shipping documents etc.) are completed and entered accurately into the database.
2. EAM core user ensuring consistency and accuracy of information relative to assets, parts, resources etc.
3. Develops and maintains the EAM asset data list and equipment hierarchy.
4. Administers the day to day work order data entry in the EAM including creating service calls, service call closeouts and service call smart list requests. Maintains a work order filing system of both active and completed work requests.
5. Acts as the one of the primary contacts for EAM users. Ensures that all required information is recorded and offers training and assistance as required.
6. Interfaces with the Finance department to resolve issues EAM work orders.
7. Assists the VP of Operations with various reports for Sr. Management and the Board of Directors.
8. Takes and distributes meeting minutes.
9. Coordinates travel arrangements for operational staff when required.

10. Performs a variety of administrative support for the operational group on an as-required basis including: compiling reports including weekly activity reports tracking crew activities, furnishing information, receiving/coding/processing invoices, responding to routine correspondence, researching background material, records management, word-processing documents, and photocopying.
11. Maintains the Operations SharePoint intranet site including creating and maintaining document libraries and various lists.
12. Follows all Corporation safety practices, policies and requirements as needed.
13. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
14. Other related duties.

WORKING CONDITIONS

Works primarily in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma and some formal business administrative and/or financial education.
- Knowledge of database management and file relationships.
- Solid computer skills and data entry experience.
- Ability to focus on data detail in order to ensure data integrity and information accuracy.
- Knowledge of Windows based computer software applications.
- Strong client service orientation and good interpersonal and organizational skills.
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Ability to work with considerable independence with minimal supervision.
- Ability to work in a team and cross-cultural environment.