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## **Cedar LNG Field Administrator**

**Location:** Kitimat, BC, Calgary, AB

### **Job Description:**

The Field Administrator (FA) will support the Cedar LNG Onshore Project Management Team during the construction phase of the project. From March to October, the role will be site-based (Kitimat, BC). From November to February, the role will be split between the office (Calgary, AB) and site as needed. The FA will have a comprehensive understanding of overall contract requirements, scopes of work, budget and schedule, to provide appropriate project controls support to the Project and Construction Managers. The FA will assist the office-based project controls team and/or be responsible for the activities outlined below.

### **Responsibilities**

- Provide the Project Management Team and Construction Management Team required information to support decision-making activities.
- Assist the Construction Management Team with field office management duties.
- Monitor compliance to contract requirements, assist in overseeing that all deliverables are received and contractor obligations are met.
- Assist with reviewing and validating contractor invoices for accuracy, ensuring they are supported by appropriate backup documentation and comply with contract requirements.
- Assist with cost tracking and incurred cost reporting to office-based project controls.
- Assist with contractor schedule updates to office-based project controls.
- Administrative duties (updating records, filing, logging/tracking correspondence, validating invoices to contract terms, reviewing change requests, preparing, issuing and filing change orders, maintaining project registers and logs, taking meeting minutes as required etc.).
- Ensure contractor obligations, reporting, scheduling and progress payments and are performed in accordance with the contract.
- Receive, validate and obtain approvals of Contractor LEMs.
- Foster a strong project controls management culture within the Project Team, promoting adherence to best practices and ensuring alignment with overall project goal

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