

VOLKER STEVIN POSITION PROFILE

Position:	Shop Clerk	Status:	Full Time - Hourly
Company:	Volker Stevin Highways Ltd.	Location:	Aldersyde & Lethbridge, AB
Division:	Equipment	Supervisor:	Equipment Maintenance Manager
Is this a Safety Sensitive position?		No	

Volker Stevin Canada and its subsidiaries across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

The **Shop Clerk** is in a vital administrative position within Volker Stevin Highways Ltd., providing valuable support through the delivery of superior customer service, collaboration, and combined efforts of the entire Administrative Team. Supporting managers and employees through a variety of tasks related to organization and communication. Also, providing office services by implementing administrative systems, procedures, policies, and monitoring administrative projects.

Position Accountabilities

General Accountabilities:

- Support the Volker Stevin team, undertaking administrative duties relative to the efficient and effective operation of the division as required.
- Demonstrate a “solution driven” approach to organizational and administrative tasks and challenges.
- Collaborate with all other administrative personnel within the Volker Stevin Group of Companies to promote the efficient transfer of information, task execution and overall results on team support.

- Practice discretion and the utmost confidentiality on all internal operations and communications.
- Manage the front desk duties in accordance to established needs and contribute to improvements (i.e., welcoming, and direct on-site visitors, if applicable).
- Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Identifying/Recommending/initiating changes in processes as they relate to the best results as well as processes involving specific new or cyclical projects, and follows through for acceptance, implementation and reporting of benefits achieved.

Day-to-day Responsibilities:

- Manage the administrative workload by keeping the team aware of any conflicting priorities.
- Aiding in a wide variety of administrative projects including, but not limited to; report writing, filing, typing, printing, photocopying, laminating, labels, certificate preparation and comparable items.
- Record, compile, transcribe and distribute meeting minutes in a timely and professional manner.
- Manage employee daily timesheets; review, correct paperwork - if required, enter, and compare with Payroll summary.
- Keep up to date and consistent records of inspections (CVIP, PMB, Worksite, Safety Hazard, etc.).
- Create work orders based on repair requests from operators and mechanics.
- Record transfers of equipment.
- Pull PMAs off Google, create Work Orders, update spreadsheet, give to Parts Tech. to order filters used.
- Upload CVIP paperwork into W/O and Equipment file, update spreadsheet.
- Distribute inventory via daily charge out sheets (enter in ERP (Enterprise Resource Planning) system)
- Extract invoices from accounts payable for receiving (based on invoices, quotes, PO (purchase orders) Audit lists, etc.)
- Maintain spreadsheets to ensure equipment maintenance is kept up to date based on hours.
- Update multiple spreadsheets (avg fuel price (3), maintenance, inspection, retorque, vacation schedule, fuel card list, readings, etc.)
- Contact foreman/operators/mechanics for missing data and monthly manual reads
- Order bulk fuel from suppliers for on location fuel tanks, oversee records.
- Aid in reviewing and correcting fuel card complications.
- Monthly fuel reconciliations (bulk gas, bulk diesel, bulk propane, retail)
- Renew and distribute required permits for operations activities
- Collaborate with insurance provider to review fleet status and administer up to date documents.
- Ensure all new equipment has legal and proper documentation.
- Obtain registration and update equipment file.
- Order office supplies

Customer Service:

- Clear understanding of various customer groups who interact with the Volker Stevin
- Represent Volker Stevin in a professional, helpful, and confidential demeanor always
- Demonstrate a “can do,” “problem solving” approach to all inquiries and concerns

Working Environment / Conditions:

- Shop office environment
- Moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to sit at a computer terminal for an extended period of time.
- Light to moderate lifting at times.

Safety:

- Actively engage in Volker Stevin Canada’s safety culture.
- Engage supervisors on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
 - Participating in all relevant safety training and safety meetings
 - Displaying behaviors that support a culture of Safety Excellence
 - Support for a Respectful Workplace environment
 - Ensure that the appropriate office safety protocols are carried out in the event of an emergency.



Position Requirements

Qualifications & Experience:

- High school diploma or equivalent.
- 3+ years’ experience providing administrative support or equivalent experience.
- Superior computer skills (Excel, Word, Outlook), Office 365 applications, and online applications.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- A highly resourceful team-player, with the ability to be effective independently.
- Excellent interpersonal, relationship and communication skills.
- Knowledge of ERP systems, LMS (Learning Management System) systems, and/or Electronic Timesheet Systems, an asset.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.