

CAREER OPPORTUNITY

OPERATIONS ADMINISTRATOR

General

Formal Position:	Operations Administrator
Department:	Crane Operations
Reports to:	Manager, Operations
Region:	Western Canada: Edmonton, AB
Employment Form:	Full-time
Education Level:	High School Diploma
Contract Form:	Permanent

Job Description

Mammoet is seeking a motivated and detail-oriented individual to join our Operations team at the Edmonton Branch. This role offers a dynamic and fast-paced work environment, where you'll have the opportunity to contribute to daily departmental processes and gain valuable experience to support your career growth.

Responsibilities will vary depending on the department but may include:

- Provide administrative support to the Operations Team
- Enter and verify timesheets and payroll data in SAP
- Prepare and process invoices, including inter-company billing
- Assist with purchase order creation and procurement tracking
- Generate and distribute operational and financial reports using SAP
- Record meeting minutes and maintain accurate filing systems
- Ensure all business interactions are conducted professionally and respectfully
- Maintain strong client service focus in communications with internal teams and external stakeholders
- Support operations by identifying and proposing effective solutions to routine challenges

Education & Experience

- Completed High School diploma
- Intermediate to advanced computer skills specifically with MS Office products
- Previous knowledge and experience working with unionized environments is an asset
- Experience in working fast paced environment, multitasking

Characteristics of a Successful candidate:

- Exceptional organizational skills
- Strong communication abilities
- Detail oriented mindset
- Proficiency in technology and systems
- Time management and prioritization
- Professional with a helpful, can-do attitude
- Team player

About our Company

Mammoet helps clients improve construction efficiency and optimize the uptime of plants and installations. For that purpose, we provide solutions for lifting, transporting, installing and decommissioning large and heavy structures.

Our services are focused on the petrochemical and mining industries, civil engineering, power generation and offshore projects. The logistic challenges in these industries are growing daily. Factors such as remote locations, harsh climates and a strong emphasis on the environment are constantly driving us towards smarter and safer solutions.

We provide the following services:

- Engineered lifting and transportation services
- Lifting, transportation and installation of modular constructions
- Factory-to-foundation projects
- Plant turnaround logistics
- Salvage and wreck removal
- Decommissioning of onshore and offshore installations
- Trading in new and used equipment worldwide

For over two hundred years, we've been known for the unique capability of our state-of-the-art equipment. But it's the trust of our clients that has brought us where we are today. Their confidence inspires 5,000 Mammoet professionals to give it their all each day and truly make a difference in projects all over the world.



About our region

This is a full time, permanent position based at our Edmonton, AB Branch

Benefits

Salary will be commensurate based upon education and experience. Mammoet offers competitive wages, travel incentives, health benefits and RRSP contributions. In addition to this, we offer an engaging environment in which a variety of career development and growth opportunities exist to our employees both locally and internationally. Mammoet is an existing benefactor for variety of local and national charity organizations and also provides support for our own employees' extracurricular activities. To view our Human Capital Values, please visit our careers website at www.mammoet.com/en/jobs.

To Apply

Interested candidates may submit their resumes and salary expectations directly to the job posting following the below link or by visiting www.mammoetvacancies.com:

Mammoet is dedicated to building a workforce that reflects diversity. Mammoet encourages applications from all qualified individuals. We thank all applicants for their interest in Mammoet, however we will only contact those selected for an interview. Applicants who require accommodation due to disability during the selection process should notify human capital when contacted for an interview.