



Timekeeping Clerk

Macro Spiecapag Joint Venture ('MSJV') is a Joint Venture between Macro Enterprises Inc. and Spiecapag Canada Corporation that has been awarded the construction contract for Spread 5B on the Trans Mountain Expansion Project. The contract is for the construction of approximately 85 kilometers of 36-inch pipeline along the Coquihalla-Hope corridor in British Columbia referred to as pipeline "Spread 5B".

Macro Spiecapag Joint Venture brings together the experience of two leading pipeline construction companies. Combined, the two companies have more than 90 years of experience in 60-plus countries with more than 50,000 km of pipeline built, including extensive experience in steep mountainous terrain. We believe that diversity of our employees contributes to the creativity, innovation, and excellence within our company. People feel empowered and prosper in a company that recognizes and appreciates individuality and unique skills.

MSJV is seeking an experienced Timekeeping Clerk. This position will support the Project Control Team for the Trans Mountain Expansion Project (TMEP) in Hope, BC. The Timekeeping Clerk will be responsible for ensuring the accuracy and timeliness when collecting and entering employee and equipment time data.

What you will be working on:

- Daily tracking, review, and verification of submitted employee hours and daily field reports from Construction crew
- Compile high volume of employee time, production and equipment data from time sheets and other records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile discrepancies.
- Maintain and manage timekeeping records of employees.
- Check and inspect timekeeping records for errors and rectify.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Process payments for independent contractors, establish and maintain accurate records.
- Interface with project supervision to insure timely receipt of daily time sheets.
- Provide information to employees and supervisors on payroll matters, and collective agreement provisions.
- Liaise with the payroll team for pay related issues and time constraints.
- Prepare period-end reports and other Ad Hoc reports.
- Coordinate special programs, such as fund raisers, that execute timekeeping clerical duties to the payroll department.
- Maintain databases of employee timekeeping records.
- Adhere to corporate guidelines in managing timekeeping clerical functions.
- Other administrative duties as assigned.

The schedule for this position is Monday to Saturday, 12 hours per day, with Statutory Holidays off, as the project allows.

Job Type: Temporary Full-time

Skills & Experience:

- Experience in a fast-paced Oil and Gas environment.
- Exceptional organizational and reporting skills.
- Efficient with time management and meeting timelines.
- Relationship building capabilities.
- Excellent interpersonal and communication skills.
- Analyzing information, data entry skills, attention to detail, confidentiality, thoroughness, general math skills, computer savvy and able to multi-task.
- Experience working with collective agreements.
- A good working knowledge of Microsoft office, especially Excel.
- Ability to work with confidential payroll information.

Location:

- Hope, BC

License:

- Class 5 Driver's License
- Own transportation

What's in it for you:

- Opportunity to be part of an amazing project.
- A knowledgeable, high-achieving, experienced and fun team.
- An international and diverse work atmosphere.
- The chance to be part of a rapidly growing startup and the next success story.
- A competitive base salary.

How to apply:

- Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to jobs@msjv.ca

Subject Line: Timekeeping Clerk

APPLICATION DEADLINE: September 16, 2020

- While we sincerely appreciate all applications, we will be contacting only those whose skills and qualification are deemed best matched for the position and living in the Hope, BC area.
- Please note the selected candidate will be required to submit to [e.g...., professional references, drug, and alcohol test]