

# EMPLOYMENT OPPORTUNITY

Open to all RRFN members, there is a short term employment opportunity for an Indigenous Construction Contract Administration Technician with Civil ArSa Engineering Inc.

Under the general direction of the Contract Administrator, the Indigenous Construction Contract Administration Technician will provide support to ensure the Contractor adheres to contract requirements. The candidate will report to the Contract Administrator.

## **Duties include but are not limited to;**

- inspection,
- surveying,
- office administration associated with the construction project.

## **Responsibilities:**

1. Assists with the contract administration and contract documentation.
2. Assists with inspection to ensure quality and compliance with contract requirements including environmental and safety components.
3. Carries out surveying (grade checks, layout verification).
4. Performs clerical and administrative work such as correspondence, instruction notices, payment calculations, and filing. Ensures measurements for payment including taking cross sections and material sampling and testing. Assist with contract related meetings, setting the agenda and taking minutes.

Candidates must have a valid Driver's License and vehicle access or reliable means of transportation to and from work and COVID-19 Vaccination (double) required.

Pay rate: \$20-30, pending candidate's experience

Start Date: Mid to Late May

Duration: Approximately 4-5 months

If you are interested in applying please submit your resume to:

Tracy Oshie-Horton  
Training and Employment Coordinator  
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