



Project Assistant

On-site – Transmission Operations - Contract
Thunder Bay, Ontario, Canada

Our Transmission Operations group is currently looking to add a **Project Assistant** to our team, based near Thunder Bay, ON, in a fixed-term role from July 2026 to July 2027. This is a site-based position on **20 days on / 8 days off** rotational schedule.

The ideal candidate is organized and detail-oriented, with experience providing comprehensive administrative support to on-site project teams.

Duties and Responsibilities

- **Financial & Procurement Support** – AR, AP, collection and review of invoices, purchase order site requests, collection of packing slips, procurement support, purchase order closeout support, and expense report submissions
- **Timesheet Support** – reviewing timesheets for correctness, entering time into Valard's payroll system
- **Travel Coordination** – booking flights, accommodation, and shuttles as required
- **IT Requests** – providing support for on-site staff as required, Submitting IT requests
- **Reports** – data collection, entry, and distribution for daily, weekly, and monthly reports
- Perform general administrative duties
- Participate in Valard Safety programs
- Manage hard copy documents (e.g., updating Foremen Binders as new drawings become available)

Requirements

- 3–5 years of experience in a similar role
- 2 years of experience in a related administrative role
- Knowledge of material management and purchasing requirements
- Strong knowledge and experience with Microsoft Office programs

Preferred Skills / Qualifications

- Accounts Payable experience
- Post-secondary degree or diploma in Business Administration
- Experience performing document control
- Experience working within a construction and / or utility company environment
- Previous experience using JD Edwards

Job Posting End Date: July 23, 2026

To Apply:

Email cover letter and resume to Waasiganhr@Valard.com

Benefits

This position offers a base hourly rate of **\$27.00 - \$31.00**, depending on experience and qualifications.

We offer a comprehensive and competitive total rewards package that incorporates a complete range of employee benefits to ensure you have the tools necessary to manage, maintain, and improve your health and wellbeing.

About our Business

Valard Construction is Canada's premier utility contractor providing comprehensive EPC+ (engineering, procurement, construction) and maintenance services to utilities, independent power producers, mining, oil and gas industries and rural electric associations. We have the capabilities, knowledge, and resources to take on any project, any size, any complexity, anywhere. We are also part of Quanta Services, the largest electrical power contractor in North America. *Valard Construction is an equal opportunity employer.*

Learn more

Visit us at www.valard.com and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates.

* Depending on qualifications, the successful candidate may be offered a position at a more appropriate level.

* Applicants must have legal authorization to work in Canada with no restrictions.

* Valard Construction is committed to providing employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process.

* We do not use automated tools to screen applications. All hiring decisions involve human review. This job posting is for an existing vacancy.