



# JOB OPPORTUNITY

## CONSTRUCTION MONITORING SUPPORT

**STATUS:** CONTRACT (SEPT - DEC)  
**LOCATION:** KINGSTON, ONTARIO

Cambium is looking for **Construction Monitoring Support** persons to join the **Geotechnical and Construction Monitoring** group in our Kingston office.

This role is unique in that it extends beyond typical administrative responsibilities to include: **technical and field work assistance, field staff scheduling, and document management.** The successful candidate will be friendly, enthusiastic, and willing to contribute.

### JOB DUTIES

- Data entry related to field work and laboratory testing.
- Transcribing field reports and other documents.
- Identifying non-technical errors and omissions in data and following up with field staff, lab staff, and Project Leads as necessary.
- Support the training of junior/intermediate staff on proper completion of field reports.
- Prepare multi-page digital (PDF) and hardcopy project deliverables as required and arrange transmittal to client as directed.
- Receive and input various lab tests and invoices.
- Receive, scan and input field and laboratory reports.
- Perform filing tasks across all service lines in a timely and accurate manner.
- Coordinate and liaison with staff, clients, and contractors, as required.
- Work closely with the Construction Monitoring Project Coordinators to ensure client needs are being met.
- Provide coverage for office reception when needed.
- Other duties as required, or directed.
- Shiftwork and overtime may be required.

### REQUIREMENTS/QUALIFICATIONS

- Experience in an administrative capacity considered an asset.
- Ability to write and format moderately complex documents (letters, reports)
- Resourcefulness and flexibility.
- Strong working knowledge of MS Office (Excel, Word, Outlook) and Acrobat.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Superior time management, and multitasking skills, and the ability to prioritize tasks.
- Sound and independent judgment, reasoning, and discretion.



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- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills to communicate with all levels of staff.

#### **ESSENTIAL ATTRIBUTES**

- Effective team player – enthusiastically supports other team members as needed.
- Open to new responsibilities – not focused on what is or is not in the job description.
- Putting in extra effort – sticking around longer than usual to help out when needed.
- Not afraid to get dirty – open to handling various samples (i.e. soil, aggregate, concrete)
- Professional, responsive, and positive work attitude – Cambium’s first point of contact with a client!

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you’re interested, send us some information that helps us understand how you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to [hr@cambium-inc.com](mailto:hr@cambium-inc.com).

#### **WHY CAMBIUM?**

Our team is different. From camping trips and movie nights, to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.

Our team is hard-working. You’ll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You’ll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.