

Office Administrator / Document Control Clerk

Frontier is a locally owned and operated company based in Paradise, Newfoundland, Canada, comprised of a team of skillful and problem-solving personnel experienced in the engineering, procurement, construction, installation, and operations support for the Energy Sector. With a strong work ethic, knowledge, and local experience, Frontier provides practical, expedient, and cost-effective solutions, delivered against a high standard of quality assurance and quality control.

We are currently recruiting an Office Administrator / Document Control Clerk.

Duties:

Reporting to the Business Services Manager, this position acts jointly as **Office Administrator** – responsible for providing overall daily office management, business, and administrative support – and **Document Control Clerk** – responsible for document control and information management in support of the Engineering and Project Management teams. The individual will be seated at main reception, providing front line direction for Frontier guests and visitors, service providers and couriers. Specific responsibilities include (but are not limited to) the following:

- As Document Control Clerk, fulfilling all associated activities for issuing internal and external project documentation per Frontier and Client requirements in a timely and efficient manner
- Supporting the Business Services Manager with coordination of all day-to-day office support functions including IT & data, communications, office & building infrastructure, support services, kitchen & office supplies and inventories
- Supporting the Business Services Manager with coordination of HR benefits and reporting, including planning & scheduling, training, time & expenses, as required
- Supporting the Accounting Clerk with commercial & supplier invoices, visa reconciliation, and associated data entry and reporting activities
- General ad-hoc support to ensure successful operation of daily business activities

Qualifications / Experience Requirements:

- 1-2 years' experience in an administrative / office support role
- Strong proficiency in MS office applications (Word, Excel, Outlook)
- Strong organizational and time management skills and ability to efficiently multi-task
- Strong interpersonal skills, full proficiency in the English language and proven attention to detail
- Completed post-secondary certification (Office or Business Administration, or related)
- Experience in electronic file management systems (SharePoint, OneDrive, etc.) considered an asset

Compensation:

Frontier offers a fast-paced and dynamic working environment with competitive salaries and industry-leading benefits.

If you are an energetic person interested in joining our team, please submit your application via e-mail to info@frontiernl.ca before **Friday, November 14, 2025**. Frontier is an equal opportunity employer. We thank all applicants but will only be contacting those selected for an interview.