

ASSISTANT PROJECT MANAGER/ PROJECT COORDINATOR

Elevation Technical Services is an innovative and service-driven consulting services company focusing on the transportation sector within British Columbia. Our team understands what it means to be an owner and how to tackle each initiative and project with the owner in mind. The Elevation team makes service our top priority, and we understand that each client has their own unique goals, needs, and requirements. With this as our focus we support and create the most innovative yet practical solutions for every client.

Our team is currently looking for Assistant Project Managers and Project Coordinators to join our growing team. We are seeking individuals with strong communication and writing skills, people who like to work within a team and are interested in working in the Transportation sector. As an Assistant Project/ Project Coordinator you would be supporting the owner to deliver infrastructure projects through all phases. We are seeking individuals who want to challenge their skills, who are motivated and enjoy being part of a team.

Key Responsibilities include but are not limited to:

- Follow and implement Client project management requirements for the project while looking for opportunities for continuous improvements.
- Establish, maintain, and control scope, schedule, and budget
- Help facilitate effective project workshops (Risk and change management, scope definition, cost estimations, etc.).
- Develop, track, maintain and update project cost reports, project schedules, procure and maintain document management systems through all phases of the project.
- Liaise with key stakeholders on behalf of the Client using established stakeholder engagement processes
- Coordinate project team activities and interact effectively with Clients, Contractors, Engineers, Project Managers, and other consultants.
- Participate in technical proposal writing and other business development activities.
- Prepare and distribute of high quality, accurate and timely documents such as: agendas, status reports, minutes, communication logs, change management, and other required documentation.
- Review invoices, change orders, and management of payments to all contractors, consultants, and equipment vendors.
- Perform contract administration, coordination, and development as required

Qualifications and Education:

The preferred candidate will have experience working with government agencies and infrastructure projects through planning to completion.

- Bachelor degree or Diploma
- Project Management Professional (PMP) designation or interest in pursuing is considered an asset
- 1-5 years project management experience on planning, design and construction projects
- Excellent communication and interpersonal skills

- Strong organizational skills, time-management skills
- Strong computer skills including MS Power Point, MS Word, MS Excel, MS Project, Outlook, Teams
- Solid presentation skills to have the ability to create and discuss presentations related to project plans, milestone updates, and technical issues with clients and stakeholders.
- Strong understanding of all phases of infrastructure projects, including conventional and alternative delivery methods for public and private clients.
- Understanding and interest in local Indigenous rights, treaties, Section 35 regulatory processes, and the duty to consult would be an asset.
- Demonstrated ability to handle multiple priorities and assignments.
- Must be able to successfully work both collaboratively and independently.

Typical office environment with field work approx. 10% of time.