



PROJECT ADMINISTRATOR

*A unique opportunity to embrace technology,
work in a team office environment in a fast
pace engineering environment*

Come work at a rapidly growing engineering firm that is staffed with industry experts, has great benefits, and prides itself on developing our people.

The Company

Planview Utility Services is an engineering firm that provides engineering design, sub-surface investigation and geographical information related services to telecommunication companies and electric utilities. Our workforce is a mix of veterans of the industry and youthful enthusiastic technical resources. We have pride in our collegial culture and host multiple regular corporate sponsored social activities. Our embrace of the use of technology plays a large part in our success.

The Position

- Assist the Manager and Project Coordinators in coordinating, planning, communicating and executing the delivery of core project components to our customer
- Preparation of communications, progress reporting and meeting agendas and minutes
- Working with complex data in excel tables
- Project scheduling, including action item tracking
- Project and program invoicing and financial updates and tracking
- Filing and document management
- Conducting industry research and analysis
- Assisting with obtaining quotes from subcontractors
- Assisting with addressing of deficiencies
- Any other administrative tasks as required

Specific Requirements of the position

- Minimum intermediate knowledge of Microsoft Office productivity software
- Strong problem solving and troubleshooting skills
- Excellent written and oral communication skills
- The ability to deal with multiple projects and conflicting deadlines, and get along with people
- Graduate from an accredited post secondary educational institution.
- Familiarity with Auto Desk platforms considered an asset
- Valid Driver's License (expected travel time will be minimal)

- Experience with Adobe Acrobat
- Experience with various database software
- MS Office: Excel, Outlook, PowerPoint
- MS SharePoint

Preferred Skills

- Experience with utility companies (i.e. electric, gas, telecom, fibre optic)
- Canadian consulting engineering work experience
- Oracle
- Visio
- Adobe

The Location

Planview Utility Services has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province. The reporting office for this position is in Markham.

Why You Should Apply

If you like to work as a part of a team, contribute to infrastructure builds, work in a team environment, receive competitive compensation, and be trained in current practices, then you should apply.

Note

Planview Utility Services Ltd is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview Utility Services Ltd will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.