

Project Administrator

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, subsurface investigation and geographical information related services to telecommunication companies, electric utilities and Municipalities. 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

- Report to the Program Manager;
- Provide support for the Manager on staffing, training and budgetary requirements with respect to the Client Contracts.
- Coordinate work activities with Project Managers, CAD Designers, Structures Designers, survey staff, Project Engineers;
- General office duties;
 - maintaining reports,
 - uploading documents to the server,
- Accept and create projects;
- Provide invoicing and resource scheduling support;
- Ongoing development of Planview's methodologies to further develop operational efficiencies;
- Interface directly with the client and other third party resources to discuss, review and provide support for project requirements;
- Other activities 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)

Preferred Skills

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

The Location

Planview Utility Services has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province.

Why You Should Apply

If you like to work as a part of a team, work alone, travel, contribute to infrastructure builds, work outdoors, 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.