

PBX Engineering is looking for a qualified Project Administrator to work with the Finance team and assist project managers delivering projects Vancouver or Victoria.

Title	Position #
Project Administrator	VIC-1009
Location	Salary Range
Vancouver OR Victoria	\$60,000 – \$68,000

ABOUT PBX ENGINEERING

We are an electrical, systems, and software engineering firm, with offices in BC and Alberta. For more than 26 years we have diligently curated steady growth to build a successful company of over 120 employees.

Our extensive, diverse, and award-winning project portfolio includes infrastructure that positively impacts the public and the communities where we all live and work.

ABOUT THE ROLE

Working closely with project managers, the Financial Director and existing Project Administrators, the PA will have direct responsibility for all activities in project administration and other office administration duties. This will include the following:

- Support and maintain company’s project portfolio
- Preparing and submitting client invoices
- Administering project contracts
- Tracking project budgets
- Assist with invoice collections
- Supporting project managers and other staff
- General administrative support

QUALIFICATIONS

CORE QUALIFICATIONS

The preferred and required skills of a successful candidate are listed below:

- A passion for numbers and a sharp eye for detail
- Meticulous organization skills
- Strong work ethic and a self-motivated desire to get the job done
- Strong oral and written communication skills and ability to liaise effectively with diverse groups, including management
- Strong computer skills including good working knowledge of the MS Office suite



- Diploma in business/accounting field is an asset
- Experience with Acumatica ERP system is an asset
- Ability to exercise sound judgement and discretion in setting priorities and dealing with confidential and sensitive issues
- Ability to work in a fast-paced, dynamic environment, where demands and deadlines shift frequently
- Able to effectively deal with a high level of responsibility and demanding work schedule
- Effective interpersonal skills and a positive, professional attitude
- Willing to train
- Ability to work in a fast-paced, dynamic environment, where demands and deadlines shift frequently
- A professional demeanor
- Genuine desire to make an impactful contribution to a place where you yourself can build a long term career.
- This role requires working in the office full-time, with eligibility for a hybrid work schedule after successful completion of the probationary period.

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train.

BEING A PART OF THE PBX COMMUNITY

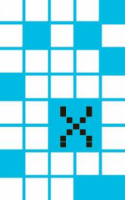
We believe in supporting the long-term career development of our staff through a diverse and challenging workload, industry engagement, and internal and external training. A quarter of our staff have been with us 10 years or more. We understand that only employees who feel valued, respected, and empowered are able to create the innovative solutions that set us apart and deliver the quality of work our clients have come to expect from us.

We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects. You'll be joining a firm that believes strongly in creating the kind of community-based work culture that people want to be a part of.

For the second year in a row, we have been recognized as one of Canada's Top Small & Medium Employers – an award we were very proud to have received, but we understand it must be continuously earned to have true merit. We continuously strive to make our firm the kind of place where people want to stay: our benefits package and approach to compensation are structured to support that goal.

Our comprehensive benefits package includes the following:

- Medical, Dental, & Vision Benefits, including long-term disability and life insurance
- Paid time off, including paid holidays, Sudden Illness, Injury & Childcare (SIIC) days
- A Maternity & Parental Leave Top Up Program
- RRSP contributions with company matching
- A Health & Wellness Incentive Program for things like gym memberships, recreational gear, and more
- An Employee Assistance Program
- Annual high performance bonus program based on company and personal performance
- Staff social events, team lunches, and high-quality swag you can actually use or wear with pride
- Hybrid work model



COMPENSATION

The range of compensation for this position is \$60,000 to \$68,000. This salary range is provided specifically for compliance to provincial legislation. The actual salary will depend on the skills, experience, and capabilities of the successful candidate relative to the role and may or may not land within the range specified above.

APPLICATIONS

Qualified applicants are encouraged to send their cover letter and resume via email to careers@pbxeng.com. Include **"Project Administrator"** in the subject line.

Resumes will be accepted until position filled.