

We are looking for a qualified Project Coordinator to join our team in delivering projects in BC and Alberta.

Title
Project Coordinator
Location
Vancouver, Victoria, or Calgary

Job Posting #
CAN-1014
Salary Range
\$86,000 - \$98,000

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 and the Project Delivery team, the Project Coordinator will have direct responsibility for all activities in supporting the coordination and administration of timely and accurate project delivery. This will include the following:

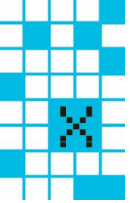
- Contributing to proposals (fee estimates, work plans, etc.)
- Developing and tracking project budgets
- Developing and tracking project schedules
- Forecasting and coordinating internal and external project resources
- Liaising with Clients
- Coordinating contract documentation (POs, subcontracts, etc.)
- Preparing project administration documentation (invoicing, ECNs ,etc.)
- Tracking internal quality control documentation
- Preparing meeting minutes and contributing to project deliverables
- Assisting project managers with administrative functions and processes
- Providing support to senior leadership team including meetings, travel, and ad hoc requests
- Performing other related duties as assigned by the Directors

QUALIFICATIONS

CORE QUALIFICATIONS

To succeed in this position, you will possess the following attributes:

- Degree in Finance, Business Administration, or equivalent



- A sharp eye for detail
- At least two years' experience acting in a project coordinator or project management role involving:
 - Schedule management
 - Budget management
 - Resource coordination
 - Project administration
- Experience with interpreting and analyzing project financial reports
- Experience with project invoicing and related activities
- 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.
- Experience with MS Project
- Strong computer skills including good working knowledge of the MS Office suite
- 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
- Effective interpersonal skills and a positive, professional attitude
- A sense of humor

DESIRABLE QUALIFICATIONS

Beyond the core skills, there are particular qualifications that will set you apart. The successful candidate will likely have most or all of the following qualifications:

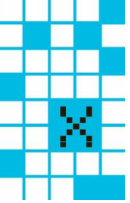
- Formal training in project management or related field
- Experience simultaneously coordinating/managing a large portfolio of small projects
- Experience within the consulting engineering or construction field
- Experience with Primavera
- Experience with Acumatica ERP
- Ability to simultaneously spin plates and juggle balls, dropping none

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 \$86,000 to \$98,000. 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 a cover letter, resume and references, via email to careers@pbxeng.com. Include “**Project Coordinator – CAN-1014**” in the subject line.

Applications will be accepted until 11:59 PM on Sunday, January 5, 2025.