

# ASSISTANT PROJECT MANAGER

You love working in a team, helping to move projects through, from start to finish. You're a positive thinker who always looks for a solution; you won't let a project hiccup slow you down. You place a high importance on quality work and clear communication—your team and your clients can always depend on you for your responsive and thoughtful approach.

Binnie is looking for an Assistant Project Manager to join our Project Services Division full-time in our Burnaby office, located near scenic Deer Lake.

Our Project Services Division manages client projects including highways, bridges, transit upgrades, facility upgrades, landfills, and utilities. All of our Project Managers work within the guidelines of the Project Management Institute and some are designated PMPs. This is a challenging role that offers great mentorship opportunities.

You will play a key role in a talented and diverse team of Project Managers at varied experience levels. You will work with our experienced Project Managers assisting in providing planning, direction, and reporting to meet the specific project needs of our clients.

## **YOUR ROLE:**

- Assisting Project Managers with proposals
- Managing project documentation and correspondence
- Attending project meetings and distributing minutes
- Assisting with project planning, scheduling, budgeting, and coordinating resources
- Serving as the point of contact for clients and advising Project Managers of issues
- Monitoring project costs and preparing estimates
- Ensuring work meets Binnie's quality standards and client expectations
- Performing site reviews

## **WHAT YOU BRING:**

- 1 to 3 years of related experience in a civil consulting engineering environment preferred
- Completed Degree/Diploma focused in Civil Engineering
- Registration as an EIT or P.Eng. with Engineers and Geoscientists BC (EGBC) or a GradTech with ASTTBC
- Valid Driver's License and personal vehicle
- Proficient with MS Office Suite
- Excellent organization and time management skills
- Exceptional communication and teamwork skills
- Proactive and takes action to resolve client issues

## **ABOUT BINNIE:**

We are the people behind the infrastructure you use every day. We're small enough to know each other's names, and big enough to be where we're needed. As an employee-owned firm and one of Canada's Top 100 Employers, we take pride in our work and are respected as one of the top engineering firms in British Columbia. We support some of the most important infrastructure in the province and beyond.

We're looking for professionals who want to build careers and communities that last. We can't do it without you.

## **THE PERKS:**

People come first. We support you with the education, mentoring, and growth opportunities you need to build an interesting career. As an employee-owned firm, we create a clear internal growth path that can keep up with even the most ambitious professionals. Whether it's soccer or coffee clubs, hockey pool, lunchtime yoga, Movember or Bowling for Big Brothers, everyone can get involved in their own way.

Interested in this job?

Let us know why you want to work at Binnie, and why you would be a fit as our next Assistant Project Manager. Submit your application at **[BINNIE.COM/CAREERS/](http://BINNIE.COM/CAREERS/)**

Thank you for your interest in Binnie. We look forward to reviewing your application.

