

PROJECT MANAGEMENT TECHNICIAN

You love working in a team, helping to move projects through, from start to finish. You're ready to start your new career in a support role and enjoy learning from other staff. 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 a Project Management Technician to join our Project Services Division full-time. This position is in our Kamloops office located downtown with shops and restaurants nearby.

Our Project Services Division manages client projects including highways, bridges, transit upgrades, facility upgrades, landfills, and utilities. This dynamic and challenging role offers excellent mentorship opportunities.

You will work closely with our experienced Project Managers. You will utilize your excellent project administration skills to provide project support in all aspects of project delivery from initiation to close-out.

YOUR ROLE:

- Attending Project Meetings
- Creating and maintaining project documentation
- Assisting with progress payments
- Assisting with the preparation of tender documents
- Assisting with project reports
- Supporting Project Managers with project delivery assignments
- Communicating with project team and clients

WHAT YOU BRING:

- Related experience working in a project management/civil consulting engineering environment preferred
- Keen interest in learning about project management and being in a support role
- Completed post-secondary technical education focused in Civil Technology, Finance, Project Management or a related field
- High level of accuracy and attention to detail
- Excellent verbal and written communication skills

- Proficient with MS Office Suite (Word, Excel, Outlook) and MS Project
- Excellent time management and strong ability to manage multiple overlapping
- supporting project managers through project delivery assignments
- Valid Driver's License preferred
- Personal Vehicle an asset
- Flexible attitude at work with good judgement

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. We are connected from our field staff to each of our six offices and we support communication between all staff, and across all divisions. You'll be well connected to the rest of Binnie via phone, video conferencing, and our popular intranet. Whether it's joining a book club, or writing about your experience in the field, 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 Project Management Technician. Submit your application at **BINNIE.COM/CAREERS/**

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

