

The AME Consulting Group Ltd. is a Western Canadian based consulting engineering firm specializing in sustainable mechanical engineering services. Projects located on the lower mainland and around the world range from the design of small residential complexes to large hospital, institutional and recreation facilities. Our company is a rapidly growing organization that provides excellent career opportunities and a great learning and mentoring environment. We have three office locations in Victoria, Vancouver and Calgary.

We are currently seeking to fill Project Coordinator position in all our offices. Along with assisting engineering personnel, duties will also include administrative responsibilities detailed below. The successful candidate will be proficient in MS Office, Adobe and other software tools required for the position. You will have excellent verbal and written communication skills and have an outgoing attitude. Organizational skills must be first rate as you will be working independently on multiple tasks on a regular basis.

Experience in the Building Design field or construction will be an asset.

Responsibilities:

- Maintaining standard forms and data
- Organizing project binders and files (hardcopy and electronic)
- Execution and finalization of project contracts
- Assisting engineers as required. Duties will include, but are not limited to:
 - Basic AutoCAD procedures
 - Field report preparation
 - Processing project progress claims
 - Internal and external printing of project documents
 - Meeting coordination and organization for senior staff
 - Coordination of all travel arrangements (flights, hotels, cars)
 - Specification editing
 - Registration for conferences and seminars
 - Assembly of shop drawing packages
 - Proof reading and editing of Schematic Design reports, Design Development reports, and Specifications

Qualifications:

- Two years' experience in a similar role or a combination of work experience and education
- Exceptional written and verbal communication skills
- Strong interpersonal skills with the ability to establish effective working relationships, along with the ability to handle multiple deadlines
- Knowledge of construction / consulting industry is a definite asset
- Proficient in Microsoft Office Programs (Word, Excel, etc.). Experience with Adobe Creative Suite would be advantageous.

We offer:

- Competitive pay
- Comprehensive health benefits

This is a salary position.

How to Apply:

Please send resume to:

careers@amegroup.ca