



## **Project Assistant, Construction**

We are looking for an organized and detail-oriented Project Assistant to assist our construction projects. Work location is in Vancouver, BC.

### **Responsibilities:**

- Prepare purchase orders and letter of nomination and proceed with the approval procedure
- Track construction budget and ensure the budget is in line with the contract
- Proceed the invoices and tract under project codes
- Participate with a variety of tasks through the tender and award process
- Maintain and update standard project documents and templates
- Maintain up-to-date contact lists for all construction industry partners
- **General administrative duties:** Support the Construction team with filing, scanning, record keeping, courier dispatch, etc.

### **Qualifications:**

- 1-2 years of previous construction related work experience is an asset
- College diploma in engineering, construction or related study
- Highly proficient in technology, including Microsoft Office Suite: Word, Excel and Outlook
- Ability to work independently and collaboratively as a team member.
- Excellent time management skills, with the ability to prioritize and manage competing demands in a dynamic environment
- Ability to learn new software or any applications required at work
- A high level of integrity
- Strong verbal and written communication skills

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca).