

## Project Administrator Calgary, AB

### About the Opportunity

Our thriving Calgary office is looking to add an enthusiastic full-time Project Administrator to our current team of administrative professionals! We are looking for a self-motivated individual to complement our existing administrative team and provide project support to our team of professionals. Working alongside project leaders, our network of communications specialists and other administrative professionals, you will coordinate the preparation of proposals, reports, and other professional documents. You will also assist with the day-to-day financial and technical administration of projects.

As an interdisciplinary consulting firm, we deliver work for a wide range of audiences on a diversity of subjects and issues – all in service of our higher calling of 'spirit' in service for vibrant communities. In this role, you will help to ensure that we are seen as an organization that takes its work seriously from inception to completion, with a professional and creative approach.

More specifically, as a Project Administrator, you will be contributing in the following ways.

**Project and Contract Administration Support** – proactively support the coordination of projects throughout all phases from initiation to completion. This may include tracking project schedules, drafting documents, expense entry and tracking, project correspondence and keeping all information and records consistently organized and accessible for Project Managers' review in anticipation of project achievements. You will be involved in all aspects of contract administration when vital, including formal document preparation, tendering, execution, obtaining paperwork, preparing progress draws, issuing standard letters, communicating with project partners and coordinating other administrative details.

**Financial Administration** - track established budgets and provide regular updates to Project Managers; coordinate sub-consultant billings and assist with client billings including preparation of draft invoices and collaborating closely with the accounting department. Utilize various reporting tools as well as create additional financial reports as required by individual Project Managers. Support for invoice coding, tracking, and support in follow-up on delinquent accounts.

**Team Coordination** – track team schedules to monitor project status and milestone dates; monitor existing and projected workloads for resource allocation, coordinate team meetings; take meeting minutes and follow-up on action items; collaborate closely with the team

regarding branch and companywide administrative and quality system procedures, coordinate meetings and provide administrative support to team members as required.

**Correspondence and Document Production** – draft project correspondence with minimal instruction; use a variety of software to create correspondence, reports, proposals, presentations, schedules and budgets. Develop knowledge of the quality system and collaborate closely with team members to ensure that protocols and standards are being met in terms of project administration/management, documentation, peer review, etc.

**Quality Management** – Develop knowledge of the quality system and collaborate closely with team members to ensure that protocols and standards are being met in terms of project administration/management, documentation, peer review, etc.

**Branch Administrative Support** – Leading a number of administrative tasks associated with supporting the continued growth and evolution of our business.

Due to COVID-19, the opportunity to work remotely and from home does exist. Thinking beyond the COVID-19 pandemic, it is expected that the Project Administrator would be available to partake in some activities in-person, such as attending meetings, participating in branch activities, and collaborating on projects. Therefore, the individual would need to reside in Calgary.

## About You

The ideal candidate for this position is a proactive and energetic self-starter who is committed to providing outstanding service both to the internal team and to Urban Systems' clients! Candidates with 5+ years of previous related experience will be given preference. Experience in a professional services firm in a similar capacity is considered an asset. In addition, we are looking for the following skills, strengths and abilities for this role are:

- Technically proficient and experienced with all Microsoft Office programs, with sophisticated knowledge of Word, PowerPoint and Excel
- Positive outlook and highly developed interpersonal skills – the ability to quickly develop a rapport with staff and clients (internal and external)
- Strong service orientation – meets the needs of the team and internal clients by responding to requests efficiently and effectively
- Takes ownership and initiative
- Thrives in a fast-paced environment
- Aptitude for numbers
- Excellent proofreading skills
- Strong attention to detail and critical thinking skills

## About Us

At Urban Systems:

- > We are community consultants, brought together by our shared values, and a deep commitment to building vibrant communities.
- > We're local, connected and invested in our communities.
- > We're built on relationships.
- > Curiosity and the pursuit of vibrancy inspires us.
- > We care, and it's reflected in the work we do and in our culture.

## Our Commitment to You

At Urban Systems, our team is at the heart of everything we do, and we are committed to putting our people first! As part of our team, here are a few of the benefits you can expect:

- Competitive compensation and health, dental & vision package
- 3 weeks of paid vacation to start + statutory holidays
- Parental leave top-up for new parents
- Ongoing support for your professional growth & development
- Flexible work hours & environment
- A tight-knit cultured exemplified by respect and inclusion for all
- Opportunities to create impact as part of an inter-disciplinary team

## How to Apply

If this describes your background, your skills, and your natural talents, please visit our website for more information and submit your resume and cover letter.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

<https://grnh.se/84b942d93us>

Deadline for applications: **January 24, 2022 at 10:00 AM MST.**