

Project Administrator

PBX Engineering is an electrical, systems, and software engineering firm in British Columbia & Alberta. We develop leading edge systems for municipal infrastructure, transportation, security, buildings, and industrial applications across Canada and the United States.

PBX is looking for a **Project Administrator** to work with the **Finance** team and assist project managers in delivering projects in Vancouver or Victoria.

Position Summary

Working closely with project managers, the Financial Director and existing Project Administrators, the **Project Administrator** will have direct responsibility for all activities in project administration and other office administration duties. This will include the following:

- Generating and monitoring metrics related to the company's project portfolio
- Tracking project budgets
- Producing client invoices
- Collections
- Administering project contracts
- Supporting project managers
- General administrative support
- Office Services support including managing reception

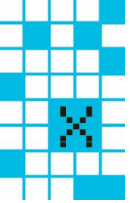
A successful candidate will help support and maintain the company's large and diverse project portfolio, where opportunities for efficiencies will need to be identified and implemented to manage demands related to time and resources as the company grows and workload increases.

We are looking for someone who shares our passion for high quality work and who is interested in contributing positively to our corporate culture.

Qualifications – Baseline

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train. To succeed in this position, you will possess the following attributes:

- A passion for numbers and a sharp eye for detail
- Meticulous organization skills
- Strong work ethic and a self-motivated desire to get the job done
- Strong oral and written communication skills and ability to liaise effectively with diverse groups, including management
- Strong computer skills including good working knowledge of the MS Office suite



- Diploma in business/accounting field is an asset
- Experience with Acumatica ERP system is an asset
- Ability to exercise sound judgement and discretion in setting priorities and dealing with confidential and sensitive issues
- Ability to work in a fast-paced, dynamic environment, where demands and deadlines shift frequently
- Able to effectively deal with a high level of responsibility and demanding work schedule
- Effective interpersonal skills and a positive, professional attitude
- A sense of humor
- Willing to train
- This role requires working in the office full-time

Benefits & Other Compensation

We provide a comprehensive benefits package that promotes employee health and wellness which includes the following:

- Medical, Dental, & Vision Benefits, including short and long-term disability, and life insurance
- Paid time off, including paid holidays, Sudden Illness, Injury & Childcare (SIIC) days
- A Maternity & Parental Leave Top Up Program
- Registered Retirement Savings Plan (RRSP) with company matching
- A Fitness & Wellness Incentive Program
- An Employee Assistance Program
- Annual bonus program based on company and personal performance

Applications

Qualified applicants are encouraged to send their resumes, complete with references, via email to careers@pbxeng.com. Include "Project Administrator" in the subject line.

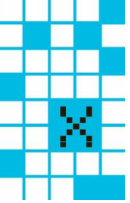
Resumes will be accepted until position filled.

About PBX

PBX Engineering offers a challenging and rewarding environment. PBX employs innovative, critical thinkers who enjoy solving problems through creative and collaborative interaction. The selected candidate should be genuinely interested in participating in the mutually beneficial growth and technical development of a very strong and talented group of engineers, designers, finance, and operations personnel.

Our services cover the full project life cycle – from high level planning to splicing wires and testing devices, from the conference room to the construction site.

We support clients and partners with projects ranging in size from small to very large, and in scope from stand-alone to highly integrated.



Our work includes projects that matter on municipal, provincial, and national levels – ports, terminals, ferries, roads, bridges, hospitals, water infrastructure, airports, tunnels, recreational facilities – all the critical things that build strong economies, industries, and communities.

We believe in supporting the long-term career development of our staff through a diverse and challenging workload, industry engagement, and internal and external training. We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects. We continuously strive to make our firm the kind of place where people want to stay – and our benefits package and approach to compensation are structured to support that goal.

PBX is also honoured to make the list of [Canada's Top 100 Small and Medium Enterprise Employers for 2023!](#) Click [HERE](#) to read about the reasons PBX was selected.