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About the job

Assistant Project Manager Job Description

Company: BLDR Consulting Corporation

Location: Winnipeg, MB (Hybrid Work Environment)

Employment Type: Full-Time

About BLDR Consulting Corporation

BLDR Consulting Corporation is an agile capital project consulting firm based in Winnipeg, with a presence in Regina. We specialize in project management, pre-project planning, owner advocacy, collaborative delivery models, and related capital project services for public and private clients. BLDR is driven by a passion for building people, teams, and projects. Our approach is to deliver the best project outcomes, ensuring client satisfaction and project success.

Why Join BLDR?

As an Assistant Project Manager, you will have the opportunity to work on impactful projects, engaging with stakeholders in a flexible hybrid work environment. You will grow your career through mentorship, and professional development while actively contributing to business growth. We offer competitive compensation with comprehensive benefits and a minimum of 3 weeks paid vacation. Join us to build our business and your career.

Job Summary

BLDR is seeking a motivated and detail-oriented Assistant Project Manager to join our dynamic team. The Assistant Project Manager will support our Project Managers in overseeing capital projects from inception to completion, ensuring they meet project and client goals. This role requires strong organizational skills, effective communication, a commitment to confidentiality, and a passion for contributing to success.

Key Responsibilities

- **Project Coordination:** Assist in planning, scheduling, and coordinating project activities, including timelines, resources, and deliverables for projects.
- **Documentation and Reporting:** Prepare and maintain project documentation, including progress reports, meeting minutes, and change orders, ensuring accuracy, timely distribution to stakeholders, while adhering to confidentiality requirements.
- **Budget and Cost Support:** Assist in monitoring project budgets, tracking expenses, and reviewing cost estimates to ensure financial objectives are met.
- **Stakeholder Communication:** Liaise with clients, contractors, architects, and other stakeholders to facilitate clear and consistent communication throughout the project lifecycle while maintaining confidentiality.
- **Risk Management:** Support the identification and mitigation of project risks, escalating issues to the Project Manager as needed.
- **Quality Assurance:** Assist in ensuring projects meet quality standards and contract requirements.
- **Site Visits:** Conduct regular site visits to monitor progress, verify compliance, and address project challenges under the guidance of Project Managers.
- **Mentorship:** Mentor and guide Project Coordinators, promoting professional growth.
- **Team Building:** Work closely with project teams to foster collaboration and support the successful execution of projects and internal initiatives.

Qualifications

- **Education:** Bachelor's degree or diploma in Project Management, Construction Management, Engineering, Architecture, or a related field.
- **Experience:** 3+ years of experience in project management, or a related role. Specific experience working on community centres and large building projects is an asset.
- **Certifications:** Project Management Professional (PMP) certification or equivalent is required. Confirmation of ability to obtain certification within 90 days will be considered.

Skills

- Strong organizational and time-management skills with the ability to prioritize tasks effectively in a hybrid work environment.
- Understanding of construction processes, cost estimating, scheduling, accounting, contract law, lien act, and CCDC contracts.
- Proficiency in project management software, MS 365, SharePoint, as well as experience with Adobe Acrobat or Bluebeam.
- Ability to read and interpret construction drawings and specifications.
- Excellent verbal and written communication skills.
- Leadership and mentorship skills to guide and support project coordinators.
- Ability to take initiative and desire to learn.

Other: Valid driver's license and willingness to travel regularly to project sites. Ability to obtain security clearance is a valued asset.

Eligibility: Candidates must be legally qualified to work in Canada.

How to Apply

Qualified candidates are invited to apply via LinkedIn or by submitting their resume and cover letter to info@bldr.ca with the subject line "Assistant Project Manager Application."

Candidates are recommended to include a Plum Profile. Applications will be reviewed on a rolling basis until the position is filled.