

Job Posting – Project Administrator



Are you highly organized, proactive, and comfortable managing multiple priorities? We're looking for a Project Administrator to join our team and support project delivery from estimating through closeout, while also providing key administrative support across the organization.

Since 1977, Lowe Mechanical Services has built its reputation on one core value: exceptional customer service. That commitment has fueled steady growth for more than four decades, transforming Lowe Mechanical Services into a trusted industry leader in commercial and industrial refrigeration, mechanical, plumbing, electrical, and building controls.

Behind our success is a team of dedicated people who share a passion for solving problems, delivering quality work, and supporting one another. At Lowe, you'll find the stability of an established company with the energy of a team that's always evolving, improving, and looking ahead. We're proud of our history — but even more excited about the future, and we'd love for you to be part of it.

If you bring strong organizational and time management skills, a keen eye for detail, and the ability to keep multiple priorities on track, you'll thrive in this role. Experience in the construction or mechanical industry is an asset, but for the right person with the skills, attitude, and drive we're looking for, we're ready to provide the training to help you succeed.

What You'll Be Doing

- **Support estimating from start to finish:** Source and manage opportunities, organize bid packages, track addenda, complete tender packages and help ensure submissions are complete, accurate, and on time.
- **Set projects up for success:** Coordinate project start-up by scheduling turnover meetings, setting up job files, and ensuring contracts, purchase orders, and required documentation are in place.
- **Keep projects moving:** Stay connected with site teams to coordinate materials and supplies so projects stay on track and crews stay productive.
- **Own the details:** Maintain accurate project documentation across systems and support RFIs, change orders, and updates to keep everything current.
- **Bring projects across the finish line:** Support closeout activities, including walkthroughs, deficiencies, O&Ms, as-builts, and warranty documentation.
- **Keep communication flowing:** Coordinate meetings, prepare documents, and share updates to keep teams aligned.
- **Support operations behind the scenes:** Manage the uniform program, maintain the tool crib database, support subcontractor compliance, and assist with administrative needs across the company.

What You Bring

- **Strong computer skills:** You're proficient with Microsoft Office (Excel, Word, Outlook) and quick to learn new programs, including accounting software.
- **Organizational strength:** You have a sharp eye for detail, strong time management, and the ability to stay on top of competing priorities.
- **Clear communication:** Whether it's by phone, email, or in person, you express yourself in a professional, approachable way.
- **Grace under pressure:** You stay calm and focused when things get busy, adapting quickly to shifting priorities while maintaining accuracy.

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- **Collaborative spirit:** You work well with others and contribute to a positive team environment and shared success.
- **Industry experience:** You bring knowledge of the construction or mechanical services, or the drive to build that expertise as you grow with us.

What We Offer

- **Positive, team-oriented working environment** where your contributions are valued.
- **Competitive wages** that reflect your experience and skills.
- **Extensive benefits package** to take care of you and your family.
- **Retirement plan with 6% company contributions** to help secure your future.
- **Profit-sharing program** that rewards team success.
- **Social and team-building events** — we work hard and play hard!
- **Service awards** to recognize milestone years of dedication.
- **Employee Recognition Program** to celebrate outstanding contributions.
- **Wellness program** provides gym membership reimbursements to help you prioritize your health.
- **Donation match program** — we proudly match employee donations to support the causes that matter most to our team.
- Opportunities for **training and professional development**.
- Be part of a **well-established company** with a strong reputation in the mechanical services industry.

If you're looking for a role where your organizational skills, attention to detail, and teamwork truly make a difference, we'd love to hear from you.

Apply here: <https://ca.indeed.com/job/project-administrator-faa99e0b0fae11d0>

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted. References will be required.