



**Job Title:** Project Support Assistant  
**Dept:** Calgary Design-Build  
**Location:** Calgary  
**Reports to:** Manager, Calgary Design-Build  
**Job Posting#** 32-2013  
**Application Deadline** September 30<sup>th</sup>, 2013

Primary Engineering and Construction Corporation (Primary) is a growth-oriented industry leader providing professional electrical engineering and construction services and specializing in emerging marketplaces in British Columbia, Alberta and Saskatchewan.

Primary offers design and design/build services for all types of electric utility distribution infrastructure to a wide variety of clients including electric utility companies, developers, builders, commercial and industrial businesses, oil companies, government, and private contractors. Our devotion to excellence has attracted some of the best young professional minds to our company.

The **Calgary Design-Build, Project Support Assistant** is responsible to provide timely and efficient support for a team of design-build project managers.

The successful candidate brings demonstrated office administration skills, highly developed interpersonal communication skills, and is highly organized.

**Job Duties:**

- Design-build project administration, including timely performance of administrative tasks to start, monitor progress, close and archive project accounting, hard copy and electronic files.
- Prepare, distribute, and monitor external letters and other project documents including customer invoices.
- Request, coordinate production of, and distribute project plans and other technical data.
- Monitor and follow-up project action.
- Attend project site locations when requested to perform a specific task.
- Order & schedule material deliveries. Maintain material pricing in company systems.
- Produce project and business activity reports as may be required.
- General office support tasks as may be required including arranging couriers, mail, typing, and meeting arrangements

**Required Qualifications:**

- Post-secondary business related education (2 years min), or
- Clerical experience in a general office, engineering or construction environment (3 years min)
- Combined with strong knowledge and experience with MS office applications (Excel, Word, Outlook, Access)
- Fluent English language, verbal and writing, skills

Preference will be given to candidates with highly developed interpersonal communication and experience using an ERP accounting system.

*Primary strives to offer a highly competitive compensation package including, competitive salaries, bonuses, benefits, flexible work schedules, paid vacation, flex days, and a number of career and professional development opportunities.*

If you have a strong work ethic, and enjoy working in a fast paced, professional environment then this is the job for you. Please send your resume in confidence to [jobs@primaryeng.com](mailto:jobs@primaryeng.com). We thank all candidates for their application however, only those selected for an interview will be contacted.

\*Please see [www.primaryeng.com](http://www.primaryeng.com) for this and other positions we are recruiting