



DesignPoint is a professional engineering and surveying firm specializing in municipal/civil projects including infrastructure master planning, land development, municipal infrastructure, hydrologic and hydraulic modelling, flood studies, transportation design, geotechnical investigations, materials testing, environmental engineering and monitoring, legal and topographical surveys, as well as specialized surveying.

DesignPoint is seeking a **Project Administrator** to work in our Bedford office. The successful candidate will have the opportunity to work on a wide variety of different tasks, and will work closely with the senior staff of the firm. This is a full time position with benefits.

Key responsibilities include:

- Maintaining electronic project files including electronically filing all project documents;
- Prepare and provide documentation to internal teams and clients;
- Retrieve necessary information from internal and external/client systems;
- Schedule meetings, record decisions (assigned tasks and next steps), and prepare minutes;
- Maintain effective project team communication;
- Monitor project progress and address potential issues;
- Track risk and issue logs and change management (scope changes. etc.);
- Coordinate and assist with proposal, report, and application preparation and submissions;
- Coordinate quality control to ensure deliverables meet requirements; and
- Follow up on active applications.

Key requirements include:

- Work experience as a Project Administrator, Project Coordinator, or similar role;
- Experience with technical documents and schedules;
- Ability to exercise tact, discretion, sound judgment, and confidentiality;
- Detail oriented and a high level of accuracy;
- Capable of dealing with set timelines;
- Ability to self-initiate;
- Confident and able to work independently;
- Effective verbal and written communication skills;
- Advanced computer skills including proficiency with Microsoft Office and the ability to learn new programs;
- Strong organizational skills, prioritizing methods, and multi-tasking skills;
- Flexible / adaptable personality;
- Business Administration training or background would be an asset; and
- Valid Driver's License.

Key Benefits:

- Close working relationship with senior staff;
- Ability to grow and develop with a local firm;
- Career and personal development opportunities; and
- Competitive benefits and remuneration packages.

Please submit resumes to [alicia.crossland@designpoint.ca](mailto:alicia.crossland@designpoint.ca)

