

**Position – J23-14 Project Services Administrator****Position Type** - Full-time (Salary) or Contract**Availability** – Immediate**Location** – Burnaby**Job Overview**

Westmar Advisors Inc. (Westmar) is a dynamic and growing advisory and engineering company focused on industrial and public infrastructure. We strive for technical excellence and innovation within a culture of professional integrity. Our values are centered on caring for people and encourage diversity, equity, and inclusion across our company. We provide services across all phases of project development and infrastructure type, from local waterfront structures to large capital projects for multinational clients.

We are looking for an engaged and enthusiastic Project Services Administrator to join our growing team. The chosen candidate will have over 5 years of experience in project services related to the consulting engineering industry. They will be supporting managers with project planning, scheduling, and reporting using Westmar's Enterprise Resource Planning (ERP) software and industry-standard tools including Microsoft Office 365.

**Responsibilities**

- Assist project managers with project reporting.
- Prepare and update cost reports based on earned value management.
- Prepare and update engineering and project schedules.
- Prepare and update resource planning and schedule loading.
- Prepare and update change requests and change orders.
- Prepare and update project progress reports.
- Set up new proposals, projects and new phases in ERP system.

**Requirements**

- 5 plus years of experience in project services in a consulting engineering environment.

**Assets**

- Training in project controls, earned value management, scheduling, resource planning.
- Experience and proficiency with Microsoft Excel.
- Experience with other software such as Microsoft Project, Primavera P6.
- Strong interpersonal skills and experience working with project managers and clients.
- Strong communications skills, including proficiency in technical writing.
- Self-starter, problem solver, experience with providing training.

We look forward to hearing from you, please send resume with covering letter to [careers@westmaradvisors.com](mailto:careers@westmaradvisors.com) .