

Project Manager - Non-Technical

Paul Davis Fort McMurray

Job ID
51297

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LOCATION	DATE POSTED	EXPIRY DATE	
3B-380 Mackenzie Blvd Fort McMurray, AB T9H 4C4, Fort McMurray, AB Alberta	02-09-2026	01-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.00 per hour	1 year to less than 2 years	No degree, certificate or diploma

Job Details

Job details

Location3B-380 Mackenzie BlvdFort McMurray, AB
T9H 4C4

Work locationOn site

Salary

38.00 hourly / 35 hours per week

Terms of employment

Permanent employment

Full time

Evening, Shift, Morning, On call, Day, Weekend, Overtime required

Starts as soon as possible

Benefits: Health benefits, Financial benefits

vacancies1 vacancy

Source

Job Description

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
or equivalent experience

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Construction company

Responsibilities

Tasks

Implement new administrative procedures

Delegate work to office support staff

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals and correspondence

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Monitor and evaluate

Plan and control budget and expenditures

Experience and specialization

Area of work experience

Project coordination

Area of specialization

Project management

Additional information

Security and safety

Criminal record check

Transportation/travel information

Vehicle supplied by employer

Willing to travel

Willing to travel regularly

Valid driver's licence

Travel expenses paid by employer

Work conditions and physical capabilities

Ability to work independently

Work under pressure

Tight deadlines

Attention to detail

Large workload

Personal suitability

Efficient interpersonal skills

Excellent oral communication

Flexibility

Organized

Reliability

Ability to multitask

Time management

Adaptability

Integrity

Team player

Benefits

Health benefits

Dental plan

Health care plan

Vision care benefits

Financial benefits

Registered Retirement Savings Plan (RRSP)

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