

CAREER OPPORTUNITY

ASSISTANT PROJECT MANAGER



Our Core Values are:

1. Integrity
2. Innovation
3. Accountability
4. Fun
5. Care

RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic Assistant Project Manager to join its team in Vancouver, BC. The successful candidate will be an individual that enjoys a challenging, professional and dynamic work place and contributing to the success of a hardworking team.

➔ More About This Role

RAM's Project Management Team (PMT) are infrastructure delivery experts, from transportation to utility projects. Our experienced, in-house professionals have built cruise ship piers, rapid transit projects, utilities, overpasses, and highways for public and private clients. Due to extensive growth, our team requires an Assistant Project Manager to be a part of our team.

Further Responsibilities include the following:

- Assist with overall project leadership;
- Manage consultants/contractors and respond to technical inquiries;

- Assist with the development and reporting of project scopes, risk, schedules and budgets;
- Provide technical and administrative support through all phases of projects;
- Contract administration support;
- Stakeholder management and engagement support;
- Permitting management support;
- Communication management support;
- First Nations engagement and support;
- Project Scheduling and cost estimate preparation;
- Project reporting (via meeting minutes, project status reports/memos, etc.), and field reviews;
- Chair and attend project and site meetings and communicate directly with clients/sub-consultants/contractors, maintaining a respectful and professional working relationship; and
- Active involvement in business development and proposal preparation.

➔ Ideal Candidate Requirements

Required Experience:

- Minimum of 3 years of consulting or public-sector experience;
- Bachelor's Degree/Diploma in Civil, Electrical, Mechanical Engineering or similar education;
- Registered as an Engineer in Training (EIT) or Professional Engineer (P.Eng.) with EGBC considered an asset, or Registered Applied Science Technologist (AScT) with ASTTBC considered an asset;
- Experience with the application of project management best practices, tools, and techniques. Project Management Professional (PMP) designation with the Project Management Institute (PMI) considered an asset;
- Demonstrated project leadership, organizational and time management skills;
- Knowledge of applied design and construction methods;
- Good working knowledge of Microsoft Office Suite (Outlook, Word, Excel, SharePoint, Skype and Project);
- Effective verbal and written communication and presentation skills with project stakeholders, the public, clients, regulatory agencies and consultants/contractors;
- Excellent report and proposal writing skills;
- Experience assembling, managing and delivering construction contracts. The MMCD Certified Contract Administrator (MMCD CCA) designation is considered an asset;
- Proven conflict resolution skills;

- Experience assisting with the management of sub-consultants and contractors;
- Experience with site inspections during construction; and
- Familiar with relevant/applicable software (such as AutoCAD/Primavera/etc.).

→ Why You Should Join RAM

- Brand New Office Downtown
- Cell Phone Allowance
- Tuition Reimbursement and Career Planning
- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance Planning and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 41** on the 30th annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.

→ Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.



ENGINEERS &
GEOLOGISTS
BRITISH COLUMBIA
ACCREDITED EMPLOYER
MEMBER-IN-TRAINING PROGRAM