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# WE ARE HIRING

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COME JOIN OUR TEAM

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## **Position Details:**

Project Assistant

Permanent/full time

Start date: ASAP

Competitive salary (based on schooling and experience) with 3 weeks' vacation to start

## **Responsibilities:**

The Project Assistant will ensure that all project documentation and tracking is kept current – including, but not limited to, weekly field paperwork, job costs, schedules, safety, and clearances. Responsibilities include managing all project documentation and contracts. Almost all duties will be done from a computer in our office. The Project Assistant will report directly to the President and work closely with all Department Managers.

- Collect, process, and document all weekly paperwork. Review information and make changes as necessary based on interpretation of data and use of critical thinking. Proactively identify, address, and resolve issues/problems
  - Electronic and paper timesheets – use of TSheets
  - Worksheets
  - Invoices/credit notes – use of ReceiptBank and QuickBooks Online
  - Safety documents – use of SiteDocs
  - Ensure paperwork is being submitted complete and on time
  - Ensure completed jobs are ready for billing
- Tracking of apprenticeship hours and submittals to Apprenticeship Manitoba
- Tracking of clearance levels, expiries, and submittals of applications as required
- New project set-up using various programs, including Microsoft Excel
  - Set-up folders, create new ones as needed
  - Print drawings and specs
  - Prepare all documentation needed for the Project Manager
- Managing contract documents
  - Shop drawings
  - Change orders
  - RFI
  - O&M submittals

- Creating sub-contract agreements
- Update work order folders and files throughout the job
- Procurement of materials, as needed, for jobsites
- Update job tracking schedule – communicate with field staff for scheduling, as needed
- Prepare monthly progress invoicing for review
- Prepare and submit project close-out documents
- Produce clear and concise written reports for internal and external communication
- Participate in training and events as required
- Develop and maintain good relationships with Clients, Consultants, Subtrades, and Suppliers – manage customer expectations while maintaining a high level of customer service.
  - Provide excellent customer service to all MG customers, including responding to customer calls, emails, and concerns in a timely manner and with proper email/phone etiquette to avoid confusion or delays. Ensure all phone calls where decisions have been made have follow-up documentation/emails.
- Demonstrate leadership consistent with MG Services vision and values and treat safety as an attitude

### **Requirements for the position:**

- A graduate of a Construction Management program – Construction Technician certificate or diploma, or Bachelor of Technology, Construction Management degree (preferred).
- Must be highly motivated with a strong work ethic – able to work autonomously and unsupervised while still producing high quality results in the required timeframes
- Experienced in reading, reviewing, and understanding Architectural Drawings, Electrical Drawings, construction documents, construction contracts and specifications
- Extremely organized - able to handle a variety of projects simultaneously, manage time while meeting tight deadlines with a heavy workload and mitigating errors while doing so.
- Thrives in a fast-paced environment and successful at prioritizing tasks while meeting deadlines
- Must have a genuine sense of urgency and be prepared to make decisions – decisive and assertive while still able to maintain positive relationships with staff and customers
- Possesses critical thinking skills and creative at problem solving – will use systematic approaches to troubleshooting
- Superior communication and interpersonal skills with the ability to handle constructive criticism and adapt to changes on the fly
- Have and maintain a positive attitude and desire to help others
- Fluent and strong verbal and written English communication and comprehension skills – able to craft a well-worded email using proper grammar
- Must be very organized with a strong attention to detail – able to work in an open office environment without allowing distractions to affect precision or timelines.
- Must have a valid Class 5 Driver’s License with a clean Driver’s Abstract, and access to own vehicle – site visits and occasional material drop-offs are part of regular duties
- Must be able to pass a Criminal Record Check (clean) and Child Abuse Registry Check, digital fingerprinting required
- Must be a current resident of Manitoba and a permanent Canadian resident
- physically able to stand, sit, bend, squat, crouch, for long periods of time
- Must have excellent customer service skills and a strong focus on safety
- Must be a strong team player who can work unsupervised and utilize their time effectively

- Has strong computer literacy and knowledgeable in Microsoft Office suite (Excel, Word), and using a Smartphone, office phone, and Apps.

Preference will be given to candidates with the following qualifications:

- Experience working in the Construction Industry, specifically Commercial Construction
- Graduate of an engineering, technology, or related degree program (Bachelor of Environmental Design, Architectural Technology, etc).
- Thorough knowledge of all aspects of construction: lean, quality, earned value, technology, equipment, materials, negotiation, estimating, scheduling, safety, design and management.
- Holds training in employee management and conflict resolution
- Is trained in sales and customer service

### **Why Work for Us?**

- a friendly and safe working environment (COR Safety Certified Company)
- health, dental, vision care, and mental health service benefits
- a fun team culture that promotes and encourages collaboration, professional development, and wellness including policies, programs, and events
- open-door policy with owners and managers: transparent leadership and company goals
- opportunities and encouragement for professional development, training, and networking
- join a company that cares about the individuals it hires

### **How to Apply**

By email to Muriel Torchia Shyjak, Director of Operations, [mtorchiashyjak@mgelectric.ca](mailto:mtorchiashyjak@mgelectric.ca)  
Resumes must include a cover letter including the name of the position job you are applying.  
*Interviews will take place during business hours and will be scheduled as qualified candidates are chosen.*

**We thank all applicants, but only those selected for further consideration will be contacted.**

**About Us:** MG Electrical/Mechanical Services Ltd has been a growing electrical, mechanical, and technical contracting company in Winnipeg since 1991. We are looking for a Project Assistant with a strong work ethic, excellent communication and time management skills, who takes pride in their work and always presents themselves in a professional manner. Our company's focus is on excellent customer service and workmanship. Candidates should want to work on a fast-paced team in an organization focused on employee engagement, safety, and wellness.