

* This position is funded by the Canada Summer Job Grant and will last 8 weeks.

Project Management Assistant

About Goodwill

Goodwill Industries is a non-profit social enterprise which provides work opportunities, skills development, and employee and family strengthening for people who face barriers such as disability or social disadvantage. The aim is to advance individuals, families and communities toward economic self-sufficiency and prosperity.

Goodwill Industries, Ontario Great Lakes, one of five regional Goodwills in Canada, serves communities across Ontario, and employs 950 people on a variety of social enterprise work platforms. The organization is positioned for accelerated growth and is aiming to create 900 new jobs over the next five years.

Project Management Assistant

The Project Management Assistant will assist in Project Management on all major and minor Goodwill projects in Southwestern Ontario and the GTA areas. Coordinate with various other divisions of Goodwill and multi-manage ongoing Goodwill projects.

Role and Responsibilities

- Facility drawing maintenance / organization, electronically and physically.
- Some spreadsheet data input required.
- Assist with creating tender document, bidding process and awarding contracts.
- Assist with some material take-offs / budgeting.
- Call for tenders or quotes needed.
- General office duties

- Perform other duties as assigned.

Qualifications

- High degree of self-motivation; Positive attitude and a willingness to work within a team environment but also work well individually.
- Computer skills are essential. (AutoCAD and MS Office)
- Previous experience working in a Project Management office is an asset.
- Adept in information systems, data systems.
- Strong information management and research / analysis skills
- Strong organizational, problem solving skills and the ability to multi-task.
- Excellent oral/written communication skills.
- Ability to work on a team and independently.
- Must possess a valid Ontario driver's license.
- * Must have own transportation as this role requires travel from time to time to various locations*