

Introduction

The AME Consulting Group is an employee-owned organization that provides our employees to build their legacy with exciting career opportunities and growth. With a strive for a better tomorrow we have cultivated an environment where learning and mentoring thrives.

AME has a strong purpose of building legacy through our values of connection, dedication, and trust to build our vision of a better tomorrow. AME developed three key objectives to help us achieve this goal:

1. Financially Healthy
2. Happy Engaged People
3. Socially Responsible

Our workplace is a tight knit community, with a strong focus on employee engagement. Here's some things our people have to say about working at AME:

"Having the opportunity to work at AME has been a breath of fresh air. Every single person has made me feel welcome and it is amazing the difference that can be felt when you are part of a team that truly cares about your well-being and success."

"The projects we work on aren't inanimate objects-- They are alive. Breathing. Brimming with life. That is an exciting environment to be a part of."

"I had no idea when I walked into our original office what AME would become I am incredibly proud to have been on this journey and be a part of the AME family and legacy."

About Us

AME is a Western Canadian based Mechanical Engineering (Buildings Engineering) consulting company that specializes in sustainable and environmentally responsible design. Projects are primary located across Canada and range from the design of small commercial and residential complexes to large recreation, hospital, and institutional facilities. Our offices are located in Victoria, Vancouver, Calgary and Edmonton offering central locations as well as flexible work hours.

Position Details

We are currently seeking to fill a Project Coordinator position in our Calgary office.

AME is looking for someone who is pleasant, self-starting and reliable to join us. Along with assisting engineering personnel, duties will also include administrative responsibilities detailed below. Applicants should be well-experienced in MS Office, Adobe and other software tools required for the position. Excellent verbal and written skills, outgoing personality, and first rate organizational skills are essential to this role. You will be working independently on a regular basis.

Alternate positions may be available for applicants with more or less experience than listed below. Please visit our website www.amegroup.ca to see all available positions

VICTORIA
250-382-5999

VANCOUVER
604-684-5995

CALGARY
403-252-2333

EDMONTON
780 962-3573

Responsibilities and Expectations

- Promotes corporate culture and image
- Assisting your team as required. Duties will include, but are not limited to:
 - Writing proposals for AME Principals
 - Maintaining client contact list for proposals
 - Setting up of proposals and projects within customized software packages
 - Assisting with the execution and finalization of project contracts
 - Assisting with Construction administration documentation using standard templates
 - Internal and external printing of project documents
 - Types letters, reports, and specifications.
 - Proof reading and editing of technical reports, and other technical documents
 - Registration for conferences and seminars
 - Meeting coordination and organization for senior staff
 - Organizing project files (electronic)
 - Monthly Invoicing
 - Preparing Expense Reports
 - Coordination of all travel arrangements (flights, hotels, cars)

Qualifications and Experience

- Two years' experience in a similar role or a combination of equivalent experience
- Exceptional written, phone, and greeting experience
- Strong interpersonal skills with the ability to establish effective working relationships, along with the ability to handle multiple deadlines
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- Knowledge of construction / consulting industry is an asset
- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop) would be an asset.

We Offer:

- Competitive pay
- Vacation starting at 3 Weeks
- Comprehensive health and dental benefits
- Employee & Family Assistance Program (EFAP)
- RRSP Matching
- Potential future partnership and/or ownership

How to Apply:

Please apply in confidence by sending your resume, cover letter and references to careers@amegroup.ca

We thank all those that apply but only those applicants invited for an interview will be contacted.