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**Kasteel Construction and Coatings Inc.** is a Northern owned and operated company located in Yellowknife, Northwest Territories. Our purpose: To serve our team members and our Northern communities with compassion, thoughtfulness and caring acts while working to deliver superior construction and coating projects. We are dedicated to our clients and employees through our transparent commitment to do things differently. Our directive is to provide every client, employee, and subcontractor with exceptional honesty and fairness. Kasteel prides itself on building strong, long term relationships which are driven by trust and repeat performance.

Due to our rapidly expanding business, we currently have an opening in Yellowknife for a full-time: **Project Assistant**

**Job summary:** Our company is looking for an experienced Project Assistant to fulfil a key supporting role for our Project Managers to assist in the planning and coordination of all projects. This position will be responsible for handling all project related administrative functions to ensure smooth and timely project coordination and completion. The ability to manage project correspondence and maintain project documentation is key, as is being highly organized, adaptable and able to prioritize a variety of tasks project-to-project.

**Duties (including but not limited to):**

- Provide administrative support to Project Management team.
- Conduct research, draft reports, keep project management tracking systems updated.
- Aid in the preparation of project proposals, invoices, and relevant project documentation.
- Coordinate job site meetings with client and Project Lead.
- Coordinate flights, hotels, and other travel accommodations for out-of-town work.
- Obtain permits, WSCC clearances, monitor training requirements, and site and medical clearance requirements.
- Review and prepare shop drawings for submission.
- Review project reports, track labour hours and job expenses.
- Prepare documents for and attend various project meetings, also take and distribute meeting minutes.
- Be the liaison between Estimation and Projects to facilitate handovers.
- Plan and prepare for training requirements for current and future projects.
- *Note: full job description will be available upon hire.*

**Qualifications:**

- Construction trade certification with equivalent experience or 5 years of construction experience in an operational role.
- Previous experience with a General Construction firm would be an asset.
- Familiarity within the Northern construction industry would be a considerable asset.
- Intermediate knowledge of construction specifications, methods, and procedures.
- Advanced computer skills and experience with MS Office: Outlook, Word, Excel, PowerPoint, Adobe Acrobat, etc., and strong aptitude for adopting new technologies and systems.
- Drawing/Blueprint Interpretation would be an asset.
- Working knowledge of RFI's, NCR's, ITP's, Construction/Field Work Packages would be an asset.
- Knowledge of Construction Material Types/Products.
- Ability to apply basic construction knowledge to daily tasks and challenges.
- Good communication and correspondence skills (proper email etiquette, grammar, spelling etc.)
- High attention to detail, ability to maintain neat, orderly, complete documents and project files.
- Ability to solve problems independently and manage time effectively.
- Motivated and goal driven individual, who wants to progress with the company.
- Has core values that align with our company.
- Ability to work overtime and travel, if required on a job-to-job basis.

- Ability to work remotely with little supervision, if required.
- Carries themselves in respectful, thoughtful manor to clients and staff, in a fast-paced environment.
- Excellent coordination and multi-tasking ability.
- Proven team player and comfortable in a dynamic environment.
- Able to prioritize and is self-motivated, innovative, and creative thinker.
- Work effectively in a busy, multi-task environment while meeting timelines.
- Must have reliable transportation and a valid driver's license.

**Job Safety is #1** - Kasteel is COR certified and we follow a comprehensive safety program to reduce risk and maximize performance. All employees are required to complete orientations to become accustomed with the site safety culture, specific hazards and detailed safety plans. Commitment to safety compliance must be 100%.

Kasteel believes in treating employees with dignity and respect, we offer a competitive wage plus a benefit plan while allowing you to grow with our company. Please forward your resume, cover letter and salary expectations to: [careers@kasteel.ca](mailto:careers@kasteel.ca). We truly appreciate all applications and thank you for considering Kasteel.

