

 **POSITION****Project Assistant - Abbotsford or Calgary****WHO WE ARE**

Keystone has a well-established reputation of a client-focused approach. For over 30 years, we have been cultivating a successful design process that combines innovative design with practical solutions and transforms projects into developments of lasting value.

Our People are foundational to our success and who we are. We believe in fostering an atmosphere of creativity, teamwork and success together - through a collaborative approach, each member of our team has the opportunity to contribute. Because of our diverse portfolio, company structure, and philosophy, we give our employees the exciting opportunity to gain knowledge and experience in their careers while working on a variety of project types & locations, with a variety of client groups, and throughout the project phases.

Keystone highly encourages and invests in career development opportunities, as well as growth and advancement within the workplace. We also believe in a hard work, hard play mentality and we like to have fun both while at work and outside of work as a team!

THE POSITION

We have an exciting opportunity for a Project Assistant to join our Team! The position can be located in either our Abbotsford, BC or our Calgary, AB location.

The Project Assistant (PA) is responsible for office support and administrative requirements for and throughout the production drawing phases and the Contract Administration phases. Duties also includes assistance in the preparation for drawing permit submissions to Authorities having Jurisdiction (AHJ). Your primary role is to assist the Architect of Record, Project Management and Project Administrators in facilitating the project processes and deliverables during the drawing production and Contract Administration phases.

QUALIFICATIONS

- » At least 4 years of experience in an administrative role
- » Completion of a certificate and/or diploma in administration
- » Experience working within the Architectural/ Engineering industries or in an equivalent professional office environment

SKILLS

- » Proficient with MS Office Suite
- » Strong communication and presentation skills (written and oral)
- » Effective time management and organizational skills
- » Excellent at multi-tasking and paying attention to detail
- » Confident, efficient, and collaborative
- » Team player who is flexible and solution-driven with proactive problem-solving skills
- » Sense of humour and ability to have fun!

KEYSTONE ARCHITECTURE & PLANNING LTD.

ERIC POXLEITNER **ARCHITECT AIBC AAA MRAIC LEED® AP BD+C SR. PRINCIPAL**
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WHAT WE OFFER

We have a highly team-oriented, positive and collaborative work environment and we generously reward the success that we achieve together as a team. Our total compensation package includes (but is not limited to) the following:

- » **Competitive base compensation**
- » **Employees share in the profits through a performance metrics-based bonus system**
- » **Benefits plan including dental, extended medical (with generous paramedical practitioners coverage), life and disability insurance**
- » **Individually customizable work schedule**
- » **Higher than standard vacation allowances and allotments**
- » **Continuing education allowance**
- » **Regular events and team building activities**
- » **Work/life balance**

The successful candidate will be offered a competitive compensation package that will vary depending on experience and qualifications. The expected salary range for this position is \$54,000 - \$60,000 per year (based on an hourly equivalent).

HOW TO APPLY

Qualified candidates interested in this exciting career opportunity should send their cover letter and resume to careers@keystonearch.ca.

For further information on our firm and projects, please visit our website at keystonearch.ca or visit our [LinkedIn page](#).

If you're looking for more than just a job, join us at Keystone Architecture to be part of an innovative team where you'll have the opportunity to grow your career!

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