

BUILD A CITY. BUILD A FUTURE.



PROJECT MANAGEMENT ASSISTANT – INFORMATION TECHNOLOGY

Term: 2 Years

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Desktop, Mobility, and Telecommunications Manager, the Project Management Assistant performs highly complex project management clerical work and related support functions of considerable responsibility and works with a fair degree of autonomy in exercising judgement and initiative. The PMA will act as a resource on the computer and mobile device refresh and telephone system upgrade projects. In addition, the PMA will assist with smaller initiatives related to software upgrades and process improvements.

RESPONSIBILITIES

- Gather and input information from a variety of sources ensuring accuracy of data.
- Assemble and analyze data and provide summaries and reports.
- Draft and prepare project management documentation and correspondence including but not limited to statistical, narrative data, presentations, graphs, and charts.
- Establish and maintain database, spreadsheet, project records and related tracking systems.
- Monitor and update project plans and associated communication tools including but not limited to intranet.
- Assist in maintaining project scheduling tasks.
- Maintain and update manual and files related to the work.
- Coordinate, attend and participate in project related meetings and committees.

QUALIFICATIONS

- Candidates under consideration will have a minimum completed grade 12 supplemented by business and/or computer courses at a post-secondary level. Three (3) years of progressively responsible and related experience. An equivalent combination of education and experience may be considered.
- A minimum typing speed of 45 words per minute.
- A valid and unrestricted driver's license.
- Experience working in a technological environment or providing administrative support on projects is considered an asset.

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Candidates will be able to demonstrate:

- A high level of organizational and time management skills and able to meet deadlines in a fast-paced work environment.
- Effective communication skills and an ability to work well in a multidisciplinary team environment.
- The ability to work autonomously and effective critical thinking and problem-solving skills.
- Proficient in Microsoft Office 365, MS Project, and Visio.

OTHER INFORMATION

Pay Grade	Step 1	Step 2 6 Months	Step 3 18 Months	Step 4 30 Months
15	\$31.97	\$32.90	\$33.50	\$34.75

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