**PROJECT MANAGEMENT ASSISTANT – I.T.**
REGULAR FULL-TIME

Surrey is a welcoming, inclusive, and forward-thinking city committed to building strong, safe, and thriving communities. Guided by our values of community, innovation, integrity, service, and teamwork, we strive to create meaningful and positive impacts for residents and employees.

The Information Technology Division delivers secure and innovative digital solutions that support City operations and enhance service delivery for residents. Our teams collaborate with every department to enable evidence-based decision making, modernize business processes, and advance strategic transformation initiatives that shape Surrey's future.

**EMPLOYMENT STATUS**

Union – CUPE Local 402 – Regular Full-time

**SCOPE**

The City of Surrey's Information Technology Division is seeking a resourceful and detail-oriented Project Management Assistant to support project coordination, financial tracking, divisional administration, and the delivery of key technology initiatives. This role provides essential clerical and operational support to IT leadership and project teams, contributing to reliable, secure, and modern digital services across the organization.

**RESPONSIBILITIES**

In this role, you will:

- Provide clerical and administrative support to the IT Management Team across multiple workflows.
- Coordinate scheduling, logistics, and materials for IT meetings, divisional functions, and team events.
- Create, update, and maintain SharePoint IT Team Site content and build Microsoft Lists to support tracking, workflows, and communication.
- Provide backup support to other PMAs, including those supporting IT Asset Management and procurement tracking.
- Support project financials, including tracking, variance monitoring, and forecasting.
- Assist with IT project coordination, including equipment lifecycle initiatives such as the PC Replacement Project.
- Support timekeeping processes for the IT division, ensuring accuracy and timely updates.
- Reconcile purchasing card transactions, ensuring accuracy, completeness, and timely submission in accordance with City procedures.
- Review and validate records, statements, and compiled data for accuracy, completeness, and compliance.
- Gather, input, review, and maintain accurate project data, documents, and records.
- Prepare project documentation, correspondence, presentations, forms, and reports.
- Utilize Microsoft Copilot and other AI supported tools to streamline documentation, meeting preparation, data organization, and report generation.

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the future lives here.

- Participate in project related meetings, prepare notes, follow-up actions, and support documentation.
- Other job-related duties as assigned

**QUALIFICATIONS**

- Completion of Grade 12 with related post-secondary business and/or computer coursework.
- Minimum of 3 years of progressively responsible administrative or clerical experience, or an equivalent combination of training and experience.
- Minimum typing speed of 40 WPM.
- Strong written and verbal communication skills.
- Proficiency with MS Office applications and related administrative or project tools.
- Ability to organize work, meet deadlines, and maintain accuracy under pressure.
- Ability to maintain confidentiality and provide excellent internal service.
- Valid BC Driver's License.

**Preferred Qualifications**

- Experience creating and managing SharePoint sites and MS Lists.
- Experience with project financial tracking, forecasting, or operational reporting.
- Proficiency using Microsoft Copilot or comparable AI enabled tools.
- Experience supporting technology, asset management, or project driven environments.
- Demonstrated ability to adapt to changing priorities, tools, and project needs in a dynamic environment.
- Proven track record of following tasks and initiatives through from initiation to completion, with strong attention to detail and follow-up.

**OTHER INFORMATION**
Pay Grade: 15
Hourly Rate: $34.25

| Pay Steps | Hourly Rates |
|---|---|
| Step 1 | $34.25 |
| Step 2 (6 months) | $35.24 |
| Step 3 (18 months) | $35.88 |
| Step 4 (30 months) | $37.23 |