JOB POSTING DESCRIPTION

PROJECT ASSISTANT, SAULT STE. MARIE, ONTARIO

Greenstone Engineering Ltd. (Greenstone) is an environmental engineering and consulting firm serving private and public sector clients throughout Northern Ontario. We are seeking a Project Assistant to join our highly motivated team of specialized professionals in Sault Ste. Marie, Ontario. The ideal candidate will have a positive, solutions-oriented attitude and be highly organized, responsive, diplomatic, and an effective communicator. They will thrive in an energetic, fast-paced, and collaborative work environment.

The primary responsibility of the role will be the completion of general administrative and project coordination duties to support Greenstone's operations and Project Managers. This position is integral to Greenstone's operations and will support Project Managers throughout the project lifecycle, from proposal preparation and scheduling through invoicing, document management, and project close-out.

This role offers an excellent opportunity for someone looking to grow their career in project administration, business operations, and environmental consulting while contributing to a rapidly growing company serving clients across Northern Ontario.

DUTIES

- Demonstrate a commitment to the Health and Safety culture within Greenstone.
- Complete general administrative duties to support Greenstone operations.
- Support Greenstone's marketing and business development initiatives through social media management, website updates, branding, promotional campaigns, and content creation that strengthens Greenstone's presence across Northern Ontario.
- Complete data entry and maintain project databases to support project workflow, reporting, and quality management.
- Prepare invoices and support invoice processing.
- Manage Greenstone's accounts receivable, including invoice tracking, payment follow-up, and collection activities.
- Work with Greenstone Project Managers to support scheduling and coordination of work.
- Assist with general project workflow processes, including document control and tracking.
- Manage client submission platforms and client portals (e.g., regulatory/online submission systems such as ISNetworld, Exiros, etc.).
- Assist with proposal preparation, formatting, and assembly of supporting documentation.
- Perform Quality Assurance/Quality Control (QA/QC) reviews of proposals, reports, and other client deliverables to ensure consistency, accuracy, and professional presentation.

©2026 Greenstone Engineering Ltd.

SKILLS

- Works effectively both independently and as part of a collaborative team.
- Highly organized, responsive, and able to manage multiple priorities.
- Strong written and verbal communication skills.
- Professional and confident communicator with clients, colleagues, and external stakeholders.
- Proficient in Microsoft 365 (Word, Excel, Outlook, Teams, and PowerPoint) and Adobe Acrobat.
- Strong administrative and document formatting skills.
- Ability to promote team effort and collaboration.
- Experience with project management, accounting, or CRM software would be considered an asset.

QUALIFICATIONS

- College diploma in Office Administration, Business Administration, or related discipline, or equivalent combination of education and experience.
- 0–5 years of related experience in an administrative or project support role.
- Experience supporting consulting, engineering, or environmental projects would be considered an asset.

BENEFITS

At Greenstone Engineering, you'll work alongside a collaborative team of environmental professionals on meaningful projects across Northern Ontario. We foster professional growth, value new ideas, and provide opportunities to build your career in a dynamic and supportive environment

Regular full-time employees will have access to health, dental, and vision plans, as well as a group registered retirement savings plan. The benefits also include life and accidental death & dismemberment (AD&D) insurance, short-term/long-term disability plans, professional membership fee coverage, and paid time off.

Job Type: Full-time

Schedule: Monday to Friday (40 hours per week)

Location: In office in Sault Ste. Marie, Ontario

©2026 Greenstone Engineering Ltd.