

Job Description – Engineering Project Administrator

Overview:

Fortech Engineering Ltd. is a mechanical and electrical engineering company based in Cambridge Ontario providing engineering services for the construction industry across Canada. We provide design and consulting services for industrial, commercial, retail, institutional, and multi-residential projects.

General Duties:

To work as a full-time employee assisting in the production of construction documents and specifications of mechanical and electrical design documents, along with support throughout the construction period for contract administration documents.

The ideal candidate will have experience with Microsoft Word and Excel, and AutoCAD and will be capable of delivering high quality and accurate documents for use by the entire company.

Job duties will include the following tasks:

- Plotting drawings (physical and/or digital pdf copies)
- Correctly filing all documents within Company databases
- Creating and assisting with editing of construction specifications
- Assistance with completion and issuing forms
- Assisting with creation and editing of training materials
- Review of documentation to ensure proper formatting and basic content, including basic error checking
- Updating deadline calendars and digital whiteboards
- Assistance with responding to client requests for staff
- Stocking of office supplies
- Managing maintenance of physical office

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Qualifications:

- Bachelor or technologist degree from an accredited Canadian institution. Architectural or Engineering is ideal.
- Proficient with Microsoft Office – Word, Excel, and Outlook.
- Strong working knowledge of interpreting and producing engineering drawings
- AutoCAD and Revit experience considered a strong asset
- Ability to work in a remote team environment and meet deadlines
- Ability to work with minimal supervision (required for remote work)
- Strong attention to detail
- Strong organizational skills
- Strong communication skills (written and verbal)

Job Type: Full Time with ability to work remotely (4 days/week)

Salary : \$40,000 – 65,000 (salary commensurate with experience)

Apply: Submit resume and cover letter on the Fortech website. Include for Transcripts if you have less than 3 years relevant work experience.