

**PROJECT MANAGER-ADMINISTRATOR**  
**JOB POSTING**  
PLEASE APPLY TO [CAREERS@SALENGINEERING.CA](mailto:CAREERS@SALENGINEERING.CA)

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Company Background

SAL Engineering is a locally-owned Saskatoon firm that has been providing professional municipal engineering and project management consulting services throughout Saskatchewan since 1980.

SAL Engineering works with Federal, Provincial, and Municipal governments, as well as First Nations and the private sector. We provide engineering and project management services for a wide variety of projects.

***Our project management department provides services predominantly for First Nation capital projects*** related to development and expansion of the following:

- Raw water supply systems
- Water treatment plants
- Treated water distribution systems
- Sewage collection and disposal systems
- Solid waste facilities
- Roadways
- Subdivisions
- Schools
- Health centres
- Fire halls
- Arenas
- Other community facilities

Position Details

SAL Engineering is ***seeking to expand our team in the project management department***, with the addition of a new Project Manager-Administrator.

While this position requires engineering or architectural background/aptitude, please note that duties do not include the technical engineering/architectural aspects of projects, such as design and site inspection.

Duties for this position include the following, with training and mentorship provided:

- Assisting clients in determining project needs, completing funding applications, and setting up projects
- Preparing project management proposals and agreements
- Preparing terms of reference, reviewing proposals, and facilitating selection of project consultants (including engineers and architects)
- Scheduling, preparing for, and chairing project team meetings with various project stakeholders
- Preparing project team meeting minutes
- Communicating and following up with project team members
- Preparing and/or reviewing project financial summaries
- Developing and maintaining project budget projections and cash flow schedules
- Reviewing project expenditures based on contracts and budgets
- Issuing project payments
- Preparing cash advance requests, government approval documents, completion reports, and various project documentation
- Other duties as required

The Project Manager-Administrator will typically work 37.5 hours per week, with potential for additional time requirements.

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### Salary and Benefits

Annual salary: Commensurate with experience

Company Benefits include, but are not limited to:

- Benefits Allowance - a personalized, flexible, employee empowered program
- Professional Development Opportunities
- Professional Association Fees
- Social Events
- Increased Vacation Time as recognition of longevity with the company

### Qualifications and Requirements

Applicants for the Project Manager-Administrator position must:

- have graduated from a post-secondary program
- be proficient in Microsoft Outlook, Word, and Excel
- have a valid Saskatchewan driver's license and be willing to travel throughout Saskatchewan
- have very strong written and oral communication skills
- be client-focused and able to adapt to dynamic client and project needs
- be organized and meticulous
- be well-suited to a collaborative work environment