

## **Project Manager – Project Management Office**

---

This position is a hybrid in-office position at our Mississauga location. The option of more flexibility will be reviewed after successfully completing a three-month probationary period.

Envision Consultants Ltd. is looking for a bright, motivated, team-oriented person to join our organization as a Project Manager. Ideal candidates will be motivated to work with a growing, fast-paced team, excellent verbal and written communication skills, problem-solving skills, and the ability to manage internal and external relationships.

The position comes with the opportunity to work very closely with experienced professionals who enjoy mentoring and are looking to assist in your career growth.

### **About EnVision:**

---

EnVision was founded by the desire to return to the basics of consulting. Our goal is to simplify our clients' experience by providing practical solutions with our industry-leading technical expertise. We are a multidisciplinary team with a focus on infrastructure and geo-environmental related services.

Our team of professional engineers, scientists, technologists, and support staff bring decades of experience and knowledge for a wide range of end markets. From development to large scale infrastructure projects, our team is ready to provide a full lifecycle consulting experience. We strive to work with our clients to achieve their goals - on time, and on budget. Our goal is to develop long-lasting relationships with our clients and partners to achieve the best possible outcome.

### **As part of your role, you may expect to be involved in:**

---

- Preparing project plans including Project Management and Delivery Plans.
- Developing and updating project progress tracking tools, such as Microsoft Project schedules.
- Participating in proposal development activities including providing input for project management activities and project approaches/methodologies.
- Assisting in preparing project documents including project change notices and invoices.



- Tracking and reporting project costs and schedule progress.
- Preparing and updating project management Standard Operating Procedures
- Attending internal coordination meetings and meetings with clients, including taking and distributing agendas and meeting minutes, and following up on action items.
- Acting as a liaison between our engineering staff, site construction oversight teams, subcontractors/suppliers, and our clients
- Developing and updating registers and tracking logs, including verifying procedures for file management and document control are followed.
- Collaborating with other disciplines at EnVision with respect to multi-disciplinary projects.
- Any other functions assigned as part of your employment.

### **To apply to this position, you should expect to have:**

---

- Minimum of three years of project management experience, preferably in consulting engineering
- Obtained or actively working towards your Professional Project Management (PMP) or Certified Associate in Project Management (CAPM) designation
- Proficiency in using Microsoft Office applications (Word, Excel, PowerPoint, Project)
- Formal educational knowledge of project management guidelines and standards for managing projects, according to the Project Management Institutes' Project Management Body of Knowledge
- Ability to effectively communicate with all project stakeholders and proactively respond to time-sensitive matters and issues.
- Familiarity with capital budgets and financial forecasting
- A valid Ontario G driver's license with a vehicle to travel to and from office/site, including valid and appropriate insurance (mileage compensated)

### **Why EnVision?**

---

- Competitive compensation and benefits
- Opportunities for growth and mentorship
- Positive work environment and culture, including social events and training sessions covering a wide variety of topics for the entire team.
- Employee Assistance Program
- Flexible work arrangements and schedules
- Be part of a fast-growing professional services company



EnVision is committed to employment equity, diversity, and inclusion in the workplace. In accordance with provincial regulations, upon request, support will be provided for accommodations throughout the recruitment, selection, and assessment process.