FULL TIME PERMANENT

Project Administration Officer

We are seeking an organized, motivated individual who can coordinate project activities, taking on both simple tasks and larger plans to ensure each project meets quality standards and is completed on time and within budget.

The Project Administration Officer is responsible for keeping projects on track by preparing action plans, gathering necessary resources, and communicating with team members.

The successful candidate will be willing to learn, grow and work hard for results. This is a great opportunity for a self-motivated and creative individual to join an award-winning company.

Key Duties

- Schedule and lead regular project meetings
- Break projects into doable tasks and set timeframes and goals
- Create and update work plans
- Conduct risk analyses
- Prepare, provide and update all project documentation
- Order resources and office equipment
- Research necessary information
- Monitor project progress and address potential issues
- Coordinate quality controls to ensure deliverables meet requirements
- Measure and report on project performance
- Act as the point of contact for all participants
- Regularly check-in with project participants

Required Qualifications & Skills

- Post secondary education (ideally in Business Administration or related field).
- Hands-on experience with flowcharts, technical documentation and schedules.
- Knowledge of project management software.
- Excellent working knowledge of all Microsoft software applications.
- Solid organization and time-management skills
- Ability to edit, proof, check and edit again to produce top quality work.
- Experience with diverse digital tools is an asset.
- Superior attention to detail, professionalism, and good judgement.

Job Perks

- Competitive hourly wage.
- Flexible hours.
- Benefits.

Application Deadline

Friday May, 30th 2025 at 5:00 P.M.

Qualified applicants are invited to submit their electronic applications, including cover letter, resume and work samples to:

Hiring Manager:
office@firedogpr.com

About Firedog

Firedog Communications is an award-winning creative communications agency. We offer the science of strategy and the art of creativity to get clients the results they want.

Firedog Communications is an equal opportunity employer. Applications are welcomed from visible minority groups, Indigenous persons, members of sexual minority groups, persons with disabilities and others who may contribute to the further diversification of ideas. Accommodations are available upon request at any stage in the selection process.

Only those granted an interview will be contacted.