

Electrical Project Coordinator- Administration

Location: Campbell River, BC

Job Type: Full-Time, Permanent

Osprey Electric is looking for an **organized, detail-oriented Administrative Professional** to support our Project Management team in coordinating and executing electrical construction projects.

This is **not a trades or technical position**, but rather a key **administrative role** within our operations team. The ideal candidate is someone who thrives in a fast-paced office environment, enjoys keeping things running smoothly, and takes pride in being the go-to person for all things organization and coordination.

Why Join Osprey Electric?

- **High Staff Retention Rate** – Our team stays because we're a company full of good people who support each other.
- **Career Development** – We offer soft skills training and professional development opportunities after your probation period.
- **Comprehensive Benefits Package** – Extended health, dental, and a wellness spending account.
- **RRSP Matching** – Available after one year.
- **Donuts, Coffee, and Erasable Pens** – Because little things matter.

What You'll Do:

You'll work closely with Project Managers to help keep projects on track and well-documented. Your responsibilities will include (but aren't limited to):

- Providing administrative support for multiple construction projects.
- Managing and maintaining project documentation: RFIs, change orders, submittals, field reports, etc.
- Updating and coordinating construction schedules (MS Project).
- Maintaining document control: logging drawings and ensuring updated versions are issued to field teams.
- Assisting with contract administration: preparing subcontracts, tracking changes, and issuing POs.
- Organizing project closeout documentation, including O&M manuals.
- Assisting with RFQ and RFP submissions.
- General office support and coordination to ensure efficient project execution.

What You Bring:

- 2–4 years of administrative experience (construction industry a plus!)
- Experience with Microsoft Office systems and scheduling software (MS Project preferred).
- Excellent organizational and communication skills.
- Ability to multitask, prioritize, and stay on top of deadlines.

- A team-first attitude and willingness to jump in where needed.
- Experience with document control, invoicing, and job costing is an asset.

What We Offer:

Competitive wages based on experience

Extended health benefits

Matching RRSP program

Health and wellness package

Career growth and development opportunities

A supportive, values-driven company culture

If you're looking for a long-term career with a company that invests in its people, we'd love to hear from you.

Apply online today: https://ospreyelectric.formstack.com/forms/job_application_form

Osprey Electric is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Additional Info:

- **Hours:** Monday to Friday, 8-hour day shifts
- **Location:** In-office in Campbell River, BC (must be able to reliably commute or relocate)

Job Types: Full-time, Permanent

Pay: \$22.00-\$25.00 per hour

Expected hours: 40 per week