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Project Administrator-T-BTNA-PDM-CATB-0902

Description

We are Bombardier

Get on board, we can drive you further in your career

Bombardier Transportation is the number one provider of rail solutions in the world. Our business holds the number one global market position in eight of the ten markets we service. Our product portfolio includes a full range of passenger rail vehicles and we manufacture locomotives, bogies, propulsion and rail control solutions. We design, build and service some of the most intelligent and beautiful rail solutions in the world, our products are safe, healthy for people and help preserve the world's natural environment. For further information go to: www.bombardier.com

We are looking for a **Project Administrator** for our **Thunder Bay** facility

Bombardier provides state-of-the-art systems that enable rail vehicles to operate at increased speed and track capacity without compromising the very high safety standards. Our solutions have been delivered to 50 countries worldwide. In addition, Bombardier is developing applications that will lead to an environmentally friendly driving style, heightening our environmental contribution and provision of value based solutions to our customers.

Your Role

Under the supervision of the Project Manager, the incumbent will administer assigned aspects of projects in order to ensure maximization of profits and the delivery of quality products on schedule.

Your Challenges

- Assists in the preparation and monitoring of schedules, plans and budgets consistent with project goals as required for project management, engineering, procurement, manufacturing, shipment, and all other project activities required to achieve project results;
- Assists in preparing monthly project reports;
- Assists in the preparation of letters to assure customer compliance with the contract requirements, and where necessary, assist in the preparation of claims for contract changes or additions;
- Assists in the implementation of project changes or corrective actions, and to maintain or improve project performance;
- Assists in the preparation of proposals for new business opportunities.

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Tell us about a friend who might be interested in this job. All privacy rights will be protected.

[Refer a friend](#)

Qualifications

Your Experience and Qualifications

- Administration or Business Degree preferred;
- 2 years of relevant experience;
- Experience with a dedicated or matrix project resource area;
- Knowledge in administering plans and budgets;
- Knowledge of and experience with risk and opportunity assessment books;
- Experience in cost recovery tracking;
- Experience working in a project driven environment;
- Knowledge of MS Office and Project (Primavera is an asset);
- French knowledge will be considered as an asset.

Are you a team player with high integrity? Are you autonomous and are well known for your organization? Do you recognize yourself in this description? If so, this position could be the beginning of your progressive career with us. Apply now and join Bombardier's worldwide team!

We thank all applicants for their interest; however, only those under consideration will be contacted.

Bombardier Transportation is an equal opportunity employer and encourages women, Aboriginal people, persons with disabilities and members of visible minorities to apply.

Only the Masculine is used in this text in order to make it more concise and readable.

Job Project Development & Management
Primary Location CA-ON-Thunder Bay
Organization Unit Thunder Bay
Schedule Full-time
Shift Day Job
Travel No

Employee Referral Bonus:500

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