

JOB OPPORTUNITY

SETTING

Pattison Sign Group is a highly successful, North American Company growing organically and through ongoing acquisitions. It is one of the world's largest sign and physical branding element companies, with three manufacturing facilities, six sales offices and over 650 employees across North America.

The company is dedicated to absolute customer satisfaction and ultimate quality in its products and services. It is ISO certified to ensure Total Quality in its products and services. The culture of the company is focused on performance and accountability and supports employee empowerment and development.

The company operates independently within The Jim Pattison Group, headquartered in Vancouver and comprised of over 565 locations worldwide. The Jim Pattison Group is broadly based across the automotive, media, packaging, food sales and distribution, magazine distribution, entertainment, export and financial industries. With sales of over \$12.7 billion in 2020 and more than 51,000 employees, the Jim Pattison Group is the second-largest private company in Canada.

OVERVIEW

We are looking for a team player, energetic and positive, with strong organizational skills to join our Project Management Team as a **Project Assistant** at our office in Edmundston, New Brunswick. The ability to work effectively, while maintaining strong relationships, will be essential to success in this role.

The Project Assistant (PA) supports one or more project teams to carry out assigned administrative duties related to a project. The ability to work efficiently, while maintaining strong relationships, will be critical to the success of this position.

The PA's goal is to provide administrative support to the Project Manager, allowing him to focus on the day-to-day management of the various projects.

KEY RESPONSIBILITIES:

- With the help of the company's integrated management system (ERP - EPICOR 10) and using the system's monitoring tools and dashboards, the PA must ensure the follow-up of the various project phases between the different pre-production and production departments.
- Through proactive follow-ups, ensures that the team members and the department have what they need to meet the timelines and milestones set by the Project Manager.
- Performs general administrative support tasks, prepares reports, administers and maintains the configuration of existing and new customer profiles in the database.
- Other administrative tasks such as collecting, sorting, filing, logistics and keeping accurate records of information related to one or more projects.

QUALIFICATIONS and COMPETENCIES

- Business management, project management or equivalent experience;
- Written and spoken communication skills in French/ English mandatory;
- Appropriate knowledge of Microsoft Office software (Outlook, Word, Excel & PowerPoint);
- Ability to multi-task, work quickly and accurately;
- Ability to manage time and priorities, organization skills;
- Ability to work in a team environment;
- Must have in hand all documents required to legally work in Canada.

Adaptability, resourcefulness, leadership, ability to analyze and understand plans/ specifications/ technical drawings and knowledge in the field of the signage would be an asset for candidates.

Pattison Sign Group offers benefits, a competitive salary and is an Employment Equity Compliant Employer.

Please send your cover letter and your resume to the following address as soon as possible:

Ensignes Pattison Sign Group

8, Miller avenue Edmundston NB E3V 4H4

Email : hr-edmundston@pattisonsign.com

Fax : 877.737.1734