

## Steel Detailing Assistant Project Manager

JMT Consultants Inc. – Winnipeg, Manitoba

Job Type: Full-Time, Permanent

JMT Consultants Inc. is a growing structural consulting firm that is seeking an experienced Steel Detailer Assistant Project Manager to join our dedicated Winnipeg team. This position is available for working remotely to individuals located outside of the Winnipeg area.

We are looking for a detail-oriented team member that can accurately and efficiently coordinate projects to ensure schedules are met and client standards are upheld.

At JMT Consultants Inc. we value our team members and offer a full medical benefits package, vacation/sick time, flexible work hours and relaxed office environment. We provide an annual company retreat and all team members receive an annual profit-sharing bonus.

### Responsibilities:

- Assist the project manager in day to day management of projects and staff to ensure quality, client standards and schedule requirements are met
- Preparation of the project detailing schedule
- Coordinate with fabricators, engineers and architects to meet project requirements
- Manage RFIs and Change Orders
- Prepare drawing packages and issue to the client per scheduled delivery dates
- Work directly with operations director to ensure client satisfaction

### Qualifications:

- Any level of knowledge of Tekla Structures or detailing software.
- 1+ years' experience as a Steel Detailer – willing to consider candidates who are able to demonstrate significant experience in a related field
- Experience in structural and miscellaneous steel construction, fabrication, and the ability to read drawings
- Self-motivated and ability to complete multiple tasks with minimal guidance
- Deadline driven with an attention to detail

**Requirements:**

- Diploma/certificate
- Canadian Citizenship/Legally able to work in Canada or American Citizenship/Legally able to work in United States of America

**How to Apply:**

Send cover letter and resume to email link provided or [mail@jmtconsultants.com](mailto:mail@jmtconsultants.com)

We thank all applicants who apply, however only those selected for an interview will be contacted.