

Job Description

| | |
|-------------------------|--|
| Position Title: | Junior Project Manager |
| Base Location: | Greater Vancouver Area / Vancouver Island North, BC |
| Employment Type: | Full-Time, Permanent |
| Salary Range: | \$25 to \$30/hour |

Who we are...

Encompass Engineering Ltd. (Encompass) provides Project Management, Engineering design, construction supervision, certification and inspection services relating to bridges, roads, power and communication facilities, and natural hazard mitigation for Pipeline, Oil & Gas and Forestry clients. We are a growing, multidisciplinary project delivery team supporting infrastructure, construction, natural resource, and utility clients across British Columbia. Our work spans project management, engineering coordination, contractor oversight, permitting, and technical documentation. As we expand, we continue to focus on delivering high-value, high-integrity work that strengthens our client relationships and supports long-term community and industry needs.

We're looking to grow our team with professionals who want to take ownership of their work, collaborate closely with clients and contractors, and develop their project management capabilities in a supportive, people-first environment. The Junior Project Manager role is an opportunity to build a strong foundation in project coordination, scheduling, contract development, and construction oversight while contributing meaningfully to real projects across BC.

Who you're going to be...

You'll work both independently and under the direction of our General Manager and Senior Project Managers. You'll quickly grow into responsibilities that include project coordination, document control, contractor communication, and technical writing. Your work will support planning, procurement, construction, and closeout phases across a range of infrastructure and resource-sector projects. Your focus will evolve based on your background and interests, but will include elements such as:

- Project scheduling and progress tracking
- Preparing contract tender packages and procurement documentation
- Leading and documenting project meetings
- Contractor management and cost tracking
- Technical writing for reports, scopes of work, and project correspondence
- Document control and version management
- Supporting construction oversight and field coordination
- Maintaining strong, professional relationships with clients, contractors, and stakeholders

Our core business is a platform on which you will build your own individual value proposition.

What we're looking for...

- Strong written and verbal communication skills
- Ability to build and maintain positive relationships with clients, contractors, and team members

- Experience or education in project management, engineering, construction, or a related field
- Technical writing ability and comfort preparing structured project documentation
- Competency with scheduling tools, document control systems, and Microsoft Office
- A PMP, P.Eng., EIT, or other relevant designation is an asset
- Experience with construction coordination, cost tracking, or contract administration is an asset
- Must be a resident of Canada and eligible to work in British Columbia
- Preference will be given to applicants living in the Greater Vancouver Area or Vancouver Island
- Valid Class 5 Canadian Driver's Licence is an asset
- Ability to travel within BC and Alberta for project meetings or site visits as required

Encompass is a people-and-family oriented company that values openness, respect, and flexibility. We offer competitive compensation, benefits, and the ability to work remotely or in a hybrid arrangement depending on project needs.

The hourly wage range for these positions is \$25 to \$30/hour, based on professional registration status and applicable experience.

The targeted starting date for this position is July 1, 2026 and the closing date for this position is June 1, 2026, although it may be extended as needed. Please apply to admin@encompasseng.ca with a resume, cover letter and at least two recent professional references.

For more information on us, visit our LinkedIn page at [Encompass' LinkedIn Page](#) or our [Encompass Website](#).