

Assistant Project Manager

B&A Northern Enterprise Ltd.

Job ID

40506

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/40506>

| LOCATION | DATE POSTED | EXPIRY DATE | |
|---|------------------------------|---------------------|-------------------|
| 286 O'Gema Miikan, Christian Island, ON Ontario | 06-07-2026 | 02-01-2027 | |
| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
| Full Time | CAD \$60,000 (negotiable) | Experience an asset | Bachelor's degree |

Job Details

This is a full-time remote position based in Ontario. Team members will primarily work from their home office while supporting projects across the province. A company laptop will be provided. Applicants must have access to reliable high-speed internet from their remote work location.

Travel is an important part of this role. Successful candidates should expect to travel to project sites throughout Ontario, including overnight stays in remote First Nation communities when required. Travel may include community meetings, site inspections, workshops, construction progress meetings, and engagement sessions with leadership and project partners.

Applicants are invited to submit their resume by email to mackenzie.brown@banorthern.ca.

Following a review of applications, selected candidates will be invited to participate in a Microsoft Teams interview to discuss their experience, career goals, and interest in working with First Nation communities.

In the body of your application email, please answer the following questions:

Do you have a degree or diploma in Engineering, Engineering Technology, Construction Management, Environmental Sciences, Health, Architecture, Planning, Mathematics, Computer Science, or another STEM-related field?

Are you committed to obtaining your Project Management Professional (PMP) designation within the first three years of employment, with training and examination costs covered by B&A Northern?

Are you proficient in Microsoft Office applications including Excel, Word, Outlook, and PowerPoint?

Are you willing and able to travel throughout Ontario, including overnight travel to remote First Nation communities when required?

Do you have experience working with First Nation communities, or have you lived in a First Nation community?

Job Description

Role Description

B&A Northern is seeking an enthusiastic and motivated Assistant Project Manager to join our growing team. This is an excellent opportunity for someone looking to begin or advance a career in project management while making a meaningful difference in First Nation communities.

Working alongside experienced Project Managers and a PMP-certified leadership team, you will gain exposure to every phase of capital project delivery. You will assist with planning, budgeting, scheduling, procurement, stakeholder engagement, community consultation, funding support, construction administration, and project reporting.

This role combines technical project management with relationship building. You will regularly communicate with First Nation leadership, consultants, contractors, funding agencies, and community members while supporting projects that have lasting impacts on Indigenous communities.

The successful candidate will also assist with business development activities, including proposal preparation, client meetings, conference attendance, funding research, and community outreach to help strengthen relationships and identify future opportunities.

B&A Northern is committed to developing future Project Management Professionals. Employees will be supported in obtaining their Project Management Professional (PMP) designation, with training and examination costs paid by the company.

Travel throughout Ontario, including visits to First Nation communities, will be required.

Qualifications

Degree or diploma in Engineering, Engineering Technology, Construction Management, Environmental Sciences, Health, Architecture, Planning, Mathematics, Computer Science, or another STEM-related discipline.

Previous project management experience is considered an asset but is not required. We are looking for individuals with the right attitude and willingness to learn.

Strong organizational skills with the ability to manage multiple priorities and deadlines.

Excellent written and verbal communication skills.

A genuine interest in working with First Nation communities and contributing to projects that create lasting social impact. Willingness to travel throughout Ontario, including remote First Nation communities.

Experience working with First Nations or living in a First Nation community is considered a significant asset.

Understanding of Indigenous cultures, governance, or community engagement is considered an asset.

Strong proficiency with Microsoft Office, particularly Excel, Word, Outlook, and PowerPoint.

Experience using Microsoft Project is considered an asset.

Ability to prepare reports, meeting minutes, project documentation, and presentations.

Comfortable learning budgeting, scheduling, procurement, contract administration, and project controls.

Valid Ontario driver's licence and willingness to travel.

Eligible to work in Canada.

What You'll Gain

Direct mentorship from experienced Project Managers and a PMP-certified leadership team.

Company-paid training and support toward obtaining your Project Management Professional (PMP) designation.

Exposure to major infrastructure projects valued from hundreds of thousands to hundreds of millions of dollars.

Opportunities to work directly with First Nation leadership across Ontario.

Experience in project management, owner's representation, funding programs, procurement, community engagement, and construction administration.

Career advancement opportunities within one of Ontario's growing Indigenous infrastructure consulting firms.

The opportunity to make a meaningful contribution to projects that improve housing, healthcare, education, water systems, recreation facilities, and community infrastructure across First Nations.