



AMBiT Consulting hires natural leaders and extraordinary problem solvers. We are looking for people who embrace both intellect and innovation, are driven by a passion for project management, and are committed to delivering successful projects to our clients. With AMBiT, you will find a challenging environment where your professional skills are fully engaged, opportunities for professional development, and a highly supportive and interdependent team of consultants. AMBiT is growing quickly and we need the right talent to support our project teams. If this sounds like an ideal opportunity to get into project management, then you should apply to be a **Project Coordinator**.

ABOUT AMBiT

AMBiT is a strategic program management consulting firm. We work with top-tier clients throughout the lifecycle of a project, concentrating not only on delivering on schedule and on budget, but also on meeting the strategic objectives. We are a client advocate and act as their representative in all undertakings. Our teams help to anticipate and solve client problems—before projects are at risk. AMBiT has achieved dramatic cost and schedule reductions while maintaining scope. Where others have failed in delivering projects, we have succeeded.

Our clients turn to AMBiT when they have high risk, high visibility projects that must not fail. Whatever their size or nature, these are key strategic projects for the organizations undertaking them. We have consistently delivered projects that meet their primary objectives, even under tight schedule and budget constraints.

ABOUT THE POSITION

The role of Project Coordinator is demanding, and the successful applicant must have the right attitude and ability to achieve results. This is an entry level position, but the desire to learn and grow in the field of project management is essential. A highly motivated and self-starting person, the successful applicant will be expected to solve problems creatively and think strategically with limited supervision and direction. In addition, the successful applicant must thrive in a team environment, where input and ideas are collected from all project team members.

The Project Coordinator works with the entire project team, helping plan, initiate, and implement projects. They are expected to support the project team, tracking progress, managing communications, conducting analyses, and other associated project tasks.

When not engaged in client project work, the successful applicant will work on a variety of internal projects. As AMBiT is a young and growing firm, we need people who are committed to building a strong and effective organization.

THE APPLICANT MUST HAVE

- **A recently completed undergraduate degree** – a quantitative background and a well rounded educational program are ideal, but we accept applications from anybody who provides compelling reasons why they are a suitable candidate;
- **Relevant career achievement** – although extensive experience isn't required, 6 months to 2 years of work experience in a business setting will give you an advantage in a consulting role;
- **Proven analytical and critical thinking abilities** – the position requires extensive applied problem solving, including data collection, analysis, and recommendations;
- **Advanced verbal and written communication skills in English** – you will be expected to liaise with clients, write reports, and give presentations with tight timelines and little preparation;
- **Strong relationship-building skills** – this goes beyond basic interpersonal skills to being able to foster trust and confidence in our clients and build lasting relationship; and
- **Excellent computer skills** – along with strong MS Office skills, the ability and desire to learn new applications and build on an existing technical proficiency with various software packages (MS Project, Access) is highly beneficial.

THE APPLICANT MUST BE

- **An effective communicator** – capable of contributing to team dialogue, aimed at identifying issues and providing solutions;
- **A team player** - able to take direction and work effectively at all levels in a collaborative team environment;
- **A self-starter** - able to work independently, make decisions, and advance projects with limited input from outside sources;
- **Adaptable and resilient** - comfortable working in a small, fast-paced company with competing priorities and deadlines and occasional conflicting demands;
- **Organized** – the workload is often challenging, therefore effective organizational skills and work habits will ensure maximum success; and
- **Interested in building AMBiT** – as we are a growing company, we need people with business sense who can help shape the future of our organization.

THE APPLICANT MUST BECOME

- **An integral part of the project team** – we must be able to rely on the project coordinator to complete tasks in a timely manner and support all team members in achieving project goals;
- **Knowledgeable in analytical methods** – as part of their practical training, the project coordinator will become familiar with tools and processes used to measure and evaluate project success;
- **A project management expert** – the project coordinator will be able to apply project management best practices and first principles to understand and provide solutions to all project issues;
- **Driven to provide exceptional service** – as consultants, providing excellent service to our clients is the top priority; and

- **Attentive to career development** - At AMBiT, we hire outstanding project coordinators, and provide the training, mentorship, and practical experience to see them grow into outstanding project managers.

SPECIFIC RESPONSIBILITIES

- Monitoring and updating project status;
- Attending client meetings, keeping notes on actions/decisions, preparing and distributing minutes;
- Preparing and updating standard project documentation including status reports, issue logs, project plans;
- Coordination of meetings and workshops, and preparation of corresponding materials;
- General coordination and communication with clients via phone, e-mail, and written reports;
- Assisting with the preparation of proposals for new project work;
- Creating and maintaining internal AMBiT policies and procedures; and
- Assisting with special projects and other responsibilities as directed.

WHAT WE PROVIDE

AMBiT offers a competitive salary, employee bonus program, and benefits including extended medical and dental, and vacation. Other benefits include some flexibility in working hours, training opportunities, rewarding work, and a fun, dynamic, and challenging environment. **AMBiT is committed to building an unparalleled team of project management consultants.**

THE APPLICATION

Please provide a cover letter and resume that states why you are AMBiT's next Project Coordinator. As you prepare your cover letter, please provide short, concise, and direct answers to the following questions:

- 1.) What unique skills and expertise will you bring to the position of Project Coordinator?
- 2.) How would your previous experience and education contribute to your success with AMBiT?
- 3.) What specifically can you offer to AMBiT's development as a firm?

Please submit your application to:

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604.662.3130

Location: Vancouver, BC