



Job Posting

PMA – Project Manager Assistant

Winmar Cornwall is a leading, full-service disaster restoration company, specializing in water, fire and mould mitigation and rebuild services. Winmar Cornwall has identified the need for one Full-Time Project Manager Assistant (PMA). The successful candidate can expect to earn a competitive salary with comprehensive benefits, working 9:00am – 5:00pm, Monday to Friday.

The PMA monitors project progress and provides updates to Project Managers and Insurance Providers. They schedule appointments for Project Managers, document project progress and provide customer service both over the phone and in person. The PMA manages filing components and preparations for invoicing in relation to all claims and restoration services.

Job Requirements:

- Minimum 3 years office administrative experience
- Knowledge of restoration services, construction and insurance industries is considered an asset
- Ontario Secondary School Diploma or equivalent (Post-Secondary education is considered an asset)
- Proficiency in Microsoft Word, Excel and accounting software
- Bilingualism is considered an asset

The successful candidate will demonstrate the following:

- Ability to multi-task and work effectively in a fast-paced environment
- Excellent customer service and communication skills
- Ability to prioritize and effectively manage time
- Ability to work independently, at times with minimal supervision
- Focused attention to detail

Applicants are asked to submit their cover letter and resume by email to:

cornwall_csr@cornwall.winmar.ca prior to **5:00pm on Thursday, November 25, 2021**. Please include "PMA" in the subject line of your email.

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