



297 Nelson Street W  
P.O. Box 448  
Viriden, MB R0M 2C0  
Phone: 1-866-887-3669  
Email: [careers@rfnow.com](mailto:careers@rfnow.com)

## Junior Project Manager

RFNOW Inc. is seeking applications from motivated individuals to join our team as a **Junior Project Manager**. The successful candidate will work within our Project Management Office to plan and execute construction projects. You will ensure projects are completed to standard by developing timelines, identifying risks, and establishing mitigation plans.

### Key Responsibilities

- Plan, and coordinate activities in conjunction with the Project Management Office, Construction, and Field Services.
- Confer with managers to establish project objectives, policies, procedures, and schedules.
- Retain approved licences and permits and obtain necessary locates throughout the project
- Develop and implement project plans, including timelines, milestones, and budgets
- Track progress and report regularly to senior management on the scheduling and status of projects
- Identify and resolve issues and risks that could impact project success
- Work closely with team members to ensure that tasks are completed on time and within budget
- Liaise with external vendors and partners as needed to secure resources for projects
- Ensure that projects are delivered in accordance with quality standards

### Qualifications & Experience

- Experience as a project administrator in the information technology sector
- Understanding of construction procedures and material and project management principles
- Strong working knowledge of Microsoft Office
- Familiarity with construction/ project management software
- Excellent written and verbal communication skills
- Proven experience working on projects in a fast-paced environment
- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- High school diploma; technology, planning or engineering certificates may be beneficial
- PMP or equivalent certification may be beneficial

If interested, please forward your resume and cover letter detailing your interest and qualifications to [careers@rfnow.net](mailto:careers@rfnow.net).

RFNOW Inc. is an equal opportunity employer. We welcome applications from people from all backgrounds and capabilities. Applicants are welcome request necessary accommodations throughout our employment process.





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**About RFNOW Inc.**

*RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at [www.rfnow.com](http://www.rfnow.com).*

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