

PROJECT ADMINISTRATOR



Date: February 13, 2026

Status: Permanent, Full-time

Applications: email kasia.leblanc@zwgroup.com

Location : Ottawa, ON

About us

Founded in 1986, ZW Management Inc has built a strong reputation for competence, integrity, and dependability in providing Project Management services on projects that make a difference.

We believe the success of a Project Management assignment depends on Leadership and a true partnering commitment by the team members. Our success as Project Managers is reflective of our ability to focus the team on realistic goals and on successfully finding solutions to problems that may stand in the way of achieving project objectives.

We provide an efficient management process that allows our clients to make informed decisions. We operate on the principle that we are an extension of our client and provide a seamless interface between the client and ourselves.

Your role

We are seeking a highly organized and detail-oriented **Project Administrator** to join our amazing team. In this role, you will play a key part in supporting project managers and ensuring the smooth coordination of project activities from start to finish. The ideal candidate is proactive, resourceful, has a quick learning curve, and thrives in a fast-paced environment where multitasking and clear communication are essential.

What your Responsibilities would be

- Support the project by preparing action logs, contact lists, and stakeholder registers, and support in the development progress reports or dashboard updates.
- Providing project support to Project Managers by managing multiple calendars and coordinating meetings between our internal team, clients, and stakeholders.
- Scheduling travel arrangements and bookings.
- Ensure project activities are conducted in accordance with ZW Management Inc.'s Quality Management System.
- Attending project meetings, capturing action items and key decisions in order to prepare meeting minutes, and sharing these with internal team, client, stakeholders, and any additional attendees.
- Maintain accurate project records, files, and databases.
- Other project-related requirements as they arise.

Qualifications

- Certificate or Diploma in Business Administration, or equivalent experience.
- 5+ Years of experience as a Project Administrator.
- Experience in project management consulting support with the delivery of projects in Health Care.
- Knowledge in working in Sharepoint or other cloud storage systems.
- Strong computer skills, MS Project, Excel, Word, Visio.

- Excellent communication and interpersonal skills.
- Strong organizational and time-management skills.
- Ability to work effectively in a team environment.
- Previous exposure to consultant and design management, construction contract administration, or project financials is a strong asset.

If you are a motivated Project Administrator who enjoys supporting successful project delivery, we'd love to hear from you. Join our team and play an integral role in ensuring our projects are delivered efficiently, accuracy, and excellence.

Why Chose ZW

We offer a competitive salary, a comprehensive benefits package, and the opportunity to work with a dynamic team of professionals.