

Project Manager

Location: This is a hybrid position, depending on the location of the successful candidate.

Our Canadian offices are located in Sidney, BC; King City, ON; Cambridge, ON; and Paradise, NL.

Salary Range: \$85,000–105,000

Application Deadline: April 16, 2026 – *Apply early! We're reviewing applications as they come in.*

About LGL Limited

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm with a reputation for scientific excellence. We work with government, Indigenous communities, industry, and NGOs to solve complex environmental challenges. Our work spans Canada, the US, and beyond—and we're proud to help shape sustainable solutions through applied ecological science.

About the Role

Reporting to LGL Limited's President and CEO, the Project Manager plays a key role in supporting the successful delivery of consulting projects for LGL. Working closely with technical leads and regional leadership, this position focuses on project coordination, scheduling, budgeting, and client support, to ensure projects are delivered efficiently and to a high standard. The position is well-suited to someone who thrives in a fast-paced, collaborative setting and is comfortable working remotely while supporting region-specific operations.

What You'll Do

- Support the planning, coordination, and execution of consulting projects from initiation through close-out.
- Develop and maintain project schedules, task lists, and work plans in collaboration with technical leads.
- Track project progress and flag risks related to scope, schedule, or budget.
- Monitor project budgets, track costs, and assist with forecasting and invoicing.
- Ensure project documentation is accurate, up-to-date, and stored in accordance with company practices.
- Support contract administration and track key deliverables and milestones.
- Act as a consistent point of contact for project coordination matters.
- Support clear, timely communication between project teams.
- Assist with proposal development, schedules, and resourcing information as required.
- Coordinate work across multidisciplinary teams, including technical staff, subcontractors, and internal support services.
- Support LGL's priorities by aligning project coordination practices with regional needs.
- Support quality assurance processes to ensure deliverables meet internal and client standards.
- Follow company policies, procedures, and health and safety expectations.
- Identify opportunities to improve project tracking, coordination, and documentation processes.

The list of duties and responsibilities described above is not intended to be all-inclusive and may be expanded/modified from time to time as required by the organization's needs.

What You'll Bring

- Post-secondary education in project management, or related field, or equivalent practical experience.
- 3–6 years of experience in project coordination or project management, ideally in a consulting, professional services, or technical services environment.
- Demonstrated experience supporting budgets, schedules, and multiple concurrent projects.
- Experience working with geographically distributed or remote teams is an asset.
- Knowledge of Ontario's consulting or infrastructure environment is considered an asset but not required.
- Strong organizational and time-management skills, with attention to detail.
- Clear and professional written and verbal communication skills.
- Ability to manage competing priorities and adapt to changing project needs.
- Confidence working independently in a remote setting while staying connected to the team.
- Proficiency with standard office and project tools (e.g., MS Excel, Word, Outlook; project tracking software).

What We Offer

- **Competitive salary** with potential for profit-sharing and ownership.
- **Extended health benefits** and disability coverage.
- **RRSP contributions.**
- **Progressive vacation policy** and support for professional certifications.
- **Safe, inclusive, and respectful workplace** where your voice matters.

Application Information

If this new project management opportunity with an established, Canada-wide environmental research and consulting firm appeals to you, [please submit your resume and cover letter today!](#)

Questions or need accommodations? Contact us at daniel@engagedhr.com.

We thank all those who apply but only those applicants who are selected for an interview will be contacted.

We look forward to hearing from you!

Our recruitment process relies on human review. We do not use artificial intelligence (AI) tools to screen, select, nor assess candidates.