



Livingstone Landscaping Ltd. is the largest Landscaping Firm operating in Southwestern Manitoba & Southern Saskatchewan, with our office based in the City of Brandon. We pride ourselves in our exceptional customer service and outstanding team of employees. We offer a rewarding, friendly environment with great health benefits and competitive wages.

Job Title: Digital Project Assistant

Reports To: People, Culture, & Development Leader

Wage: Dependent on Experience and Performance - \$17.00-\$30.00/hour

Position Type: Full-Time; Term Position (May 2025 – Aug 2025) -potential for term extension

Purpose: We are looking for a detail-oriented and proactive Digital Project Assistant to support our team in data entry, upkeep of company databases, and implementing new digital projects. This role involves supporting the planning, execution, and management of digital projects. It typically includes various tasks to ensure projects are completed on time, within scope, and on budget.

Duties and Responsibilities:

- Project Coordination
 - Assist in planning and scheduling project timelines and milestones
 - Coordinate with team members and stakeholders to ensure alignment and progress
- Training Program Support
 - Assist in the development and rollout of employee training programs, including on-the-job training materials, virtual modules and workshops
 - Coordinate logistics for training sessions, such as scheduling, venue setup, and technology requirements
 - Maintain and update training documentation, ensuring materials are current and accessible to staff
- Data Management and Reporting
 - Enter, update and organize project data into the company's systems with precision and accuracy
 - Maintain project documentation, including plans, schedules, and reports
 - Track project progress by maintaining records of materials, schedules and budgets
- Administrative Support and Communication
 - Facilitate communication between team members and stakeholders
 - Provide administrative support, such as organizing meetings and taking minutes
 - Manage digital files and project documentation in an organized and accessible manner
 - Provide clerical support
- Quality Assurance
 - Help monitor project deliverables to ensure they meet quality standards
 - Assist in identifying and addressing any issues or risks that arise during the project

Key Performance Indicators (KPI's)

- Accuracy of data entry – maintain a data entry rate below 1%
- Ensure 100% of project tasks and training materials are delivered withing assigned deadlines
- Achieve a 90% participation and completion rate for employee training programs



- Provide management with complete and accurate reports within 48 hours of the request

Qualifications:

- Post-secondary education in a related field to this role; or
- Work experience in a related field with project support role
- Familiarity with landscaping/garden center operations and terminology is an asset
- Proficiency in software such as Microsoft 365 (Word, Excel, Teams, Sharepoint, Powerpoint, Video Editing Programs; ability to make short clips)
- Strong organizational skills, with the ability to focus in an open office space environment
- Basic understanding of training techniques
- Clear verbal and written communication skills
- Analytical mindset to extract meaningful insights from data
- A proactive attitude with attention to detail
- Ability to work both independently and collaboratively

Work Conditions:

Physical Conditions:

The duties of the Digital Project Assistant are carried out primarily in an indoor setting.

- Uses hands, arms, and shoulders when using various types of equipment (daily)
- Sitting or standing at a workstation for full day shifts.
- Using multiple computer screens for duration of shift(s)
- Ability to cross on uneven ground (occasionally)
- Ability to lift 40lbs (daily if needed)

Psychological/Stress Conditions:

The workload and environment of the Digital Project Assistant's position do not generally increase employee emotional or stress levels.

- Ability to handle multiple unrelated tasks, interruptions and requests from various departments (daily)
- Repetitive movements (daily)
- Job demands versus time constraints (daily).
- Periods of intense concentration when meeting deadlines and during peak periods. (occasionally)
- Collaborative team environment with opportunities for independent work (daily)

Work Conditions:

The Digital Project Assistant works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily).
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily).



- Self-motivated and quality-driven to perform independent projects (daily).

Note: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent. The qualifications are not designed to limit the opportunities for interested candidates but to provide the candidates with an understanding of the level of expertise required in this position.

The conditions described are representative of those that an employee must meet to perform the essential functions of the position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

We appreciate all applicants; however, only those candidates who qualify for an interview will be contacted.

Employee Name: _____

Manager Name: _____

Employee Signature: _____

Manager Signature: _____

Date: _____

Date: _____