

# Project Managers (Non-Technical)

A guide for newcomers to British Columbia



Vancouver Public Library

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

## **Contents**

1. Working as a Project Manager [NOC 1221] .....	2
2. Skills, Education and Experience .....	6
3. Finding Jobs.....	8
4. Applying for a Job.....	11
5. Getting Help from Industry Sources .....	12

## **1. Working as a Project Manager [NOC 1221]**

### ***Job Description***

Project managers are responsible for planning and overseeing projects to make sure they are completed in on time and within budget.

You may perform the following duties:

- plan and designate project resources
- co-ordinate activities and tasks among internal departments and/or subcontractor organizations
- prepare budgets
- develop and maintain schedules and forecasting plans
- monitor progress
- write reports and other planning documents
- use project management tools such as tracking charts and project scheduling software
- keep stakeholders informed throughout the project

### ***Industry Overview***

According to a report by the Project Management Institute, demand for project managers is growing faster than demand for workers in other occupations. Skilled project managers are in high demand across many sectors in Canada. Most medium to large size organizations are likely to have special projects that require management and coordination and, therefore, the need for project managers.

**Project Managers (Non-Technical)**  
*A guide for newcomers to British Columbia*

Project managers (non-technical) are included in *NOC 1221, Administrative Officers*. There are currently 33,400 people employed as Administrative Officers in BC.

**Job Outlook for Administrative Officers in BC (2019-2029)**

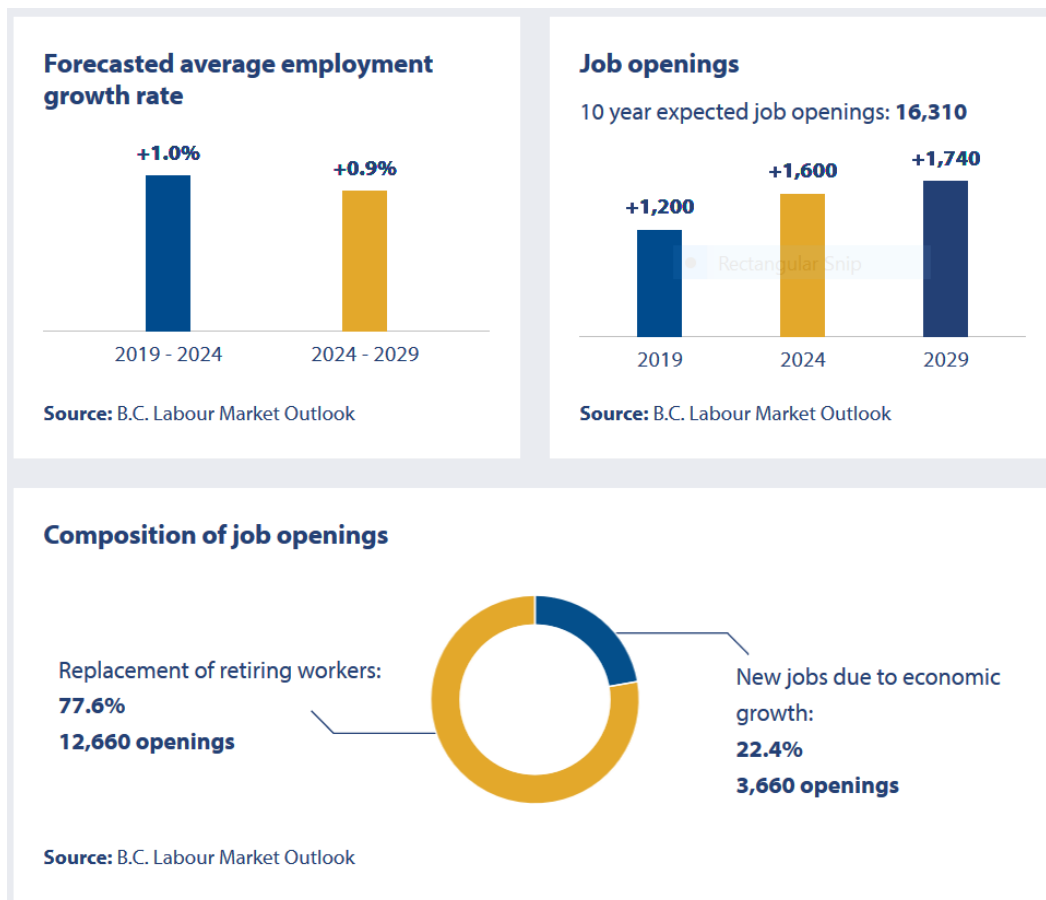


Chart from WorkBC

WorkBC provides job openings for Administrative Officers in BC regions, 2019-2029:

Region	Employment in 2019	Average Annual Employment Growth	Expected Number of Job Openings
Vancouver Island	6,310	0.8%	3,080
Lower Mainland/Southwest	22,560	1.0%	9,770
Thompson-Okanagan	3,860	1.1%	2,100
Kootenay	940	0.8%	480

## Project Managers (Non-Technical)

### *A guide for newcomers to British Columbia*

Cariboo	1,080	0.6%	370
Northeast	620	2.4%	360
North Coast & Nechako	490	0.4%	150

You can learn more about working as a project manager from:

- **WorkBC, Career Profile for Administrative Officer**  
<https://www.workbc.ca/careers/1221>
- **Project Management Institute**  
<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>
- **PMJobs.ca Tools & Resources**  
<https://www.pmjobs.ca/tools-and-resources/>
- **Project Management, Helping Newcomers Work**  
[https://helpingnewcomerswork.ca/project\\_management/](https://helpingnewcomerswork.ca/project_management/)

### ***Types of Employers***

Project managers are employed in a wide variety of sectors. Opportunities are available in most medium to large sized companies including:

- Healthcare
- Insurance
- Consulting
- Manufacturing
- Finance
- Retail & Wholesale
- Transportation & Distribution
- Resources (mining, agriculture, oil and gas, etc)
- Telecommunications & IT
- Construction & Engineering

Other project management opportunities can be found in the government, education, and not-for-profit sectors.

## ***Salary***

The **Project Management Institute's Salary Survey** for 2020 shows a median salary of \$100,000 for project managers in Canada.

Salaries range from \$51,500 for individuals entering this profession to over \$150,000 for those with a high level of experience. Your salary depends on a variety of factors including years of experience, area of specialization and size and type of organization.

Full report:

- **Earning Power: Project Management Salary Survey—Eleventh Edition (2020)**

<https://www.pmi.org/learning/careers/project-management-salary-survey>

## ***Working Hours***

Project managers generally work a regular 40-hour week. However, you may be required to work overtime to complete projects and meet deadlines, often without advance notice.

## 2. Skills, Education and Experience

### ***Skills***

- Excellent communication skills
- Detail oriented and organized
- Able to multi-task and manage various project elements at the same time
- Leadership skills
- Critical thinking and problem solving
- Conflict resolution
- “Big picture” thinking and vision
- Good proficiency in English language

Source: Robert Half Project Manager Job Description

<https://www.roberthalf.com.au/employers/finance-accounting/project-manager-jobs>

### ***Education and Experience***

To work as a project manager, you generally require:

- post-secondary education, usually with a Bachelor’s degree in management, business, computer sciences or related field as a minimum
- several years’ experience in the relevant line of work, with increasing responsibility
- certification as a Project Management professional may be required

### ***Qualifications***

#### ***This occupation is not regulated in British Columbia***

There are no mandatory requirements to work as a project manager in BC. However, you may find better employment opportunities if you gain certification as a *Project Management Professional*, or similar qualification.

There are two organizations whose certifications of project managers are widely recognized in Canada.

The **Project Management Institute (PMI)** offers various levels of certification, including the internationally recognized *Project Management Professional (PMP)* certification. In order to be certified as a PMP you require:

- 4-year degree, 3 years of experience leading projects, AND 35 hours project management education/training

OR

- High school diploma, associate's degree or the global equivalent, 5 years of experience leading projects, AND 35 hours project management education/training
- Successful completion of the PMP Exam

For more details about the certification process see:

- **Project Management Institute Certifications**

<https://www.pmi.org/certifications>

The **Project Management Association of Canada (PMAC)** offers the *Project Management Competence Certification*, as well as a series of advanced specialty certifications for project managers. This certification provides independent third party assessments of your project, program and project portfolio management competence.

For more details see:

- **Project Management Association of Canada Certification**

<https://www.pmac-agpc.ca/certification>

### 3. Finding Jobs

You will find job advertisements in local newspapers, trade journals, and electronic sources, as well as through professional associations' publications.

#### ***Local Newspapers***

You can look at the *Vancouver Sun* and *The Province* at Vancouver Public Library for free. Check the job postings daily, the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and in *The Province* on Sundays.

#### **Job White Pages**

- **JOB Freeway.com**

<http://www.vpl.ca/digital-library/jobfreewaycom>

Available from the VPL Digital Library | Explore our Digital Library page

*Access at VPL locations only*

#### ***Online Job Postings***

- **PMJobs.ca**

<https://www.pmjobs.ca/>

- **Indeed.com**

[https://ca.indeed.com/advanced\\_search](https://ca.indeed.com/advanced_search)

- **WorkBC**

<https://www.workbc.ca/Jobs-Careers/Find-Jobs.aspx>

#### ***Professional Associations' Career Resources***

- **Canadian West Coast Chapter Project Management Institute**

<https://pmiwestcoast.madgexjbp.com/>

- **Project Management Association of Canada**

<https://www.pmac-agpc.ca/jobs>



## ***Identifying the Right Position***

When you browse job advertisements, you'll find a range of different job titles that are relevant.

For project managers, look for these related job titles:

- projects officer
- project coordinator
- project leader
- administrative planning officer
- non-technical project manager
- management planning officer
- planning officer

## ***Creating a List of Potential Employers***

You can use directories to produce lists of employers in Vancouver or the Lower Mainland. Contact them directly to find out if they're hiring.

- **Business in Vancouver. Book of Lists.**  
Biggest Companies in British Columbia in a variety of industries  
Available at the Central Library 338.9711 B97b and online at <http://www.biv.com/lists>
- **Civici nfoBC**  
<https://www.civicinfo.bc.ca/municipalities>  
Directory of municipalities, associations and government agencies in BC
- **Reference Canada**  
<http://www.vpl.ca/digital-library/reference-canada>  
Click on "Start Search" beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business

Type and "City" under Geography. In the top search box enter the type of industry of interest to you, ie: "insurance" and click LOOKUP. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.

Available from the VPL Digital Library | [Explore our Digital Library page](#)

**NOTE:** *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*

## 4. Applying for a Job

In Canada, employers usually expect to receive a resume or curriculum vitae and a cover letter that identifies the position you are applying for and summarizes your relevant experience.

Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

To learn about applying for jobs in Canada, use the following guides which are available in print at the Central Library or online at <http://skilledimmigrants.vpl.ca/>.

- **Writing Resumes and Cover Letters**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Writing Resumes and Cover Letters]
- **Getting Canadian Work Experience**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Getting Canadian Work Experience]
- **Networking for Employment**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Networking for Employment]
- **Learn More About Working in BC and Canada**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Learn More About Working in BC and Canada]

## 5. Getting Help from Industry Sources

### *Industry Associations*

Associations for project managers in BC and Canada provide information & assistance. Registration and fees are required for membership.

- **Project Management Association of Canada**  
<https://www.pmac-agpc.ca>
- **Project Management Institute**  
<https://www.pmi.org/>
- **Canadian West Coast Chapter, Project Management Institute**  
<https://pmi.bc.ca/>
- **International Project Management Association**  
<https://www.ipma.world/>

### *Industry Journals*

Search the Vancouver Public Library catalogue for journals related to your profession: [www.vpl.ca](http://www.vpl.ca)

Examples include:

- **PM Net Work**  
Available electronically at the Library through Business Source Ultimate  
<https://vpl.bibliocommons.com/item/show/7085233038>
- **PM World 360**  
<https://www.pmworld360.com/>
- **PM Times**  
<https://www.projecttimes.com/>

**Questions? Please ask the Information Staff in the Central Library, Vancouver Public Library or telephone 604-331-3603.**

*Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.*