

Job Posting:174582 - Position: W26 Co-op Student - Analyst Trainee 174582

Co-op Work Term Posted: 2026 - Winter
App Deadline 10/27/2025 09:00 AM
Application Method: Through UBC Science Co-op
Posting Goes Live: 10/20/2025 02:59 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Collings Johnston Inc
Address Line 1 400-409 Granville Street
City Vancouver
Postal Code / Zip Code V6C 1T2
Province / State British Columbia
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 Co-op Student - Analyst Trainee 174582
Position Type Co-op Position
Job Location Vancouver, BC
Country Canada
Duration 8 or 12 months
Salary Currency CAD
Salary 23.0 per hour for 0 Major List
Salary Range \$ \$23-24

Job Description

Job title: Co-op Student - Analyst Trainee

Reports to: CJI Principal - Director of Operations

Study Requirements: 3rd or 4th year Engineering Student

Job Starting Date: Starting January 2026

Job Time-frame: 8 month - 12 co-op term

Compensation: Hourly rate wage based on a 40 hr work week

Job Location: In person - Collings Johnston Inc. (CJI) Office #1550-409 Granville Street, Vancouver

CJI Contact: Shahesha Lock - CJI Corporate Affairs slock@collingsjohnston.com

Our Company

We are a leading Vancouver-based technical management consulting company committed to advancing major Canadian infrastructure projects across BC and Canada. Based downtown Vancouver, our team of 20 professionals works with project owners, engineers, contractors, and stakeholders to navigate complex initiatives through project management and strategic advisory services. You'll find our team contributing to key infrastructure projects initiatives for TransLink, Port of Vancouver, BC Ferries, Ministry of Transit and Transportation Infrastructure, major utilities, and municipalities. We guide transportation and infrastructure projects from planning through implementation, tailoring our approach to each client's specific challenges.

Come Work With Us!

You'll work in a collaborative environment where mentorship and knowledge sharing are part of daily practice. We value a work culture that fosters team work, mentorship, knowledge sharing, service excellence, ethical integrity, and professional growth-along

with maintaining balance between work and life outside the office.

What you'll learn:

Working alongside senior engineers and project management specialists, and depending on our current assignment portfolio, you will gain hands-on experience in areas such as:

Project Management & Technical Skills

- Cost estimation, forecasting, and risk management
- Project management software (Microsoft Project, Planner)
- Schedule development, critical path analysis, and risk assessment techniques
- Project schedule analysis techniques, such as the critical path method.
- Project lifecycle management and stage-gate process
- Understand client relationship management.
- Development of key project documents including charters, plans, and progress reports.

Business Operations

- Process improvement initiatives
- Business information systems and decision-support tools

Industry Exposure

- Real challenges and opportunities in infrastructure delivery
- Industry standards and best practices
- The language and concepts of major infrastructure project delivery

Professional Development

- Networking with industry professionals through meetings and events
- Fluency in collaboration across communication tools and platforms
- Professional communication in a consulting environment

Job Requirements

What we are looking for:

- Curiosity and initiative, with strong attention to detail
- Solid communication and teamwork skills
- Strong writing, editing, and proofreading abilities
- Critical thinking and problem-solving aptitude
- Organizational skills and the ability to juggle competing priorities
- Proficiency with Microsoft 365
- Capability to develop professional documents, graphics, and reports
- Professionalism and discretion with confidential information
- Prior experience with engineering or project management firms is helpful but not required

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure	Through UBC Science Co-op
Cover Letter Required?	Yes
Address Cover Letter to	Hiring Manager