



Employment Opportunity

Position:	Project Controls
Location:	Various Locations
Schedule:	Full Time Salary
Closing Date:	Until position has been filled

TNDC is seeking an experienced Project Controls Coordinator. You will use your finely-tuned skills to provide support to the field construction operations teams. You will be responsible for reporting, scheduling, cost controls, cost coding and budget reporting forecasts. You will also leverage your experience to provide technical and management support to the field construction operations team for a progress monitoring tool.

Responsibilities

- Support the site Health, Safety and Environmental (HSE) program through participation in worksite inspections, the worksite observation program, safety meetings, etc.
- Prepare complex reports in Excel for internal and external distribution.
- Compile, reviews, analyze and present large quantities of data via the progress monitoring tool.
- Facilitate the tracking of project milestones and financial deadlines; assistance with the creation of the project schedule; inputs and updates schedule throughout the project.
- Responsible for the administration and technical support for various in-house database applications.
- Support the subcontract management process by providing assistance with the review and processing of invoices and progress claims, and assistance with the review of documents and inquiries.
- Continuously improve practices, processes and procedures by thinking creatively and strategically to enhance efficiencies for the projects.
- Provide subject matter expertise to end users on the progress monitoring tool.
- Support risk review sessions and provide input as required.
- Know and understand commercial agreements and provide support for contract adherence.
- Coordinate and partner with estimating and cost engineering departments for budget alignment and operational feedback.

Qualifications and experience

- Completion of post secondary education in Construction, Engineering or related discipline.
- 5+ years of related work experience or combination of relevant education and experience.
- Experience with engineering and construction-based cost systems (productivity, performance measurement, progress tracking, etc.)
- Ability to understand terminology and processes in project controls and extract relevant information.
- Demonstrated conceptual, analytical and problem solving skills.
- Excellent time management and organization skills, with the proven ability to juggle and reprioritize based on business demands and priorities.
- Strong knowledge of MS Office, including the ability to manipulate large amounts of data and perform complex functions within Excel.
- Experience with 4Castplus is an asset.
- Strong communication skills, confident interacting with key contacts in verbal, written and electronic form.
- Knowledge of main construction office processes.

- Capable of responding to project stakeholder requests in typical situations, understand client needs and work to meet those needs by offering assistance and advice on standard practical issues.
- Ability to identify problems/issues, generate solutions and make sound decisions using standard procedures.
- Capable of probing and listening carefully, present information clearly in an appropriate style and persuade others in straightforward situations.

Conditions of Employment

- Ability to pass a mandatory pre-employment drug and alcohol screening.
- Willingness to sign an Oath of Confidentiality.
- Full disclosure of criminal record and current criminal record check.
- Valid class 5 Drivers' License.

Please apply to:

Human Resources, Tahltan Nation Development Corporation

PO Box 250 | IR #9 Hwy 37N

Dease Lake, BC V0C 1L0

Fax: 250.771.5454

Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.