



SimpCW Resources LLP

PO Box 1287

6580 Dunn Lake Road

Barriere, BC V0E 1E0

Phone: (250) 434 2356

Email: careers@simpCWresourcesgroup.com

Job Posting

ID# 21024 – Assistant Project Manager

WHO ARE WE:

Located in the beautiful North Thompson valley, at Simpcw Resources Group we provide environmental, management, and operational services while preserving Simpcw culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpcw'ulécw (SimpCW Territory) by being the major contractor and competing for work in both the public and private sectors.

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WHAT'S THE JOB?

SimpCW Resources LLP is looking for an experienced **Assistant Project Manager** responsible for monitoring project progress for large multi-disciplinary civil projects in the pipeline maintenance industry. The Assistant Project Manager will provide a wide range of operational coordination and support under the supervision of the Project Manager. The Assistant Project Manager will also provide technical support and communication in the execution of projects to ensure they are completed on time and within budget.

This is a contract position working specified rotation in the BC Interior. Position requires working out of town, includes weekend work, and work in varying terrain and weather conditions.

WHAT YOU DO?

- Communicating with stakeholders regarding project needs and goals.
- Able to research information and contributing to the planning and development of projects.
- Supporting the coordination and management of projects.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.
- Provides clear direction to team members and distributes workload to capitalize on individual and group strengths while ensuring balanced exposure to work experience and development opportunities.
- Demonstrates leadership in health, safety, and environmental protection on the project. Applies the requirements of the Project Specific Safety Program (PSSP) to promote overall compliance of SRLLP HS&E standards, applicable OH&S Acts, regulations and codes with all employees and subcontractors on the project.

- Ensures that projects meet approved plans, specifications, shop drawings, and applicable building codes and ensures that quality standards are maintained.
- Develops and maintains schedules in conjunction with project team to meet milestones and completion dates.
- Ensures site safety and environmental standards are met or exceeded.
- Ensures that the quality of materials and workmanship meet or exceed standards identified in approval documents.
- Achieves project schedule commitments within the financial targets.
- Maintains and tracks billings, reports and projections and implements trade awards and construction work within financial targets and constraints.

WHO ARE WE LOOKING FOR?

- Has or working towards a professional designation in a technical field, such as PMP, PEng, RPBio considered an asset.
- 5 years+ Project Management Experience working on heavy civil projects in the resource market is essential.
- Professional Engineering designation with APEGA is an asset.
- Experience working for a self performing general contractor in Canada is required.
- Demonstrated exposure to Project Controls and progress tracking and reporting is essential.
- Strong computer background including experience with MS Word and Excel, including bid and industry related software is preferred.
- Effective communication skills, confident interacting with key contacts in verbal, written and electronic form.
- Strong interpersonal skills with ability to influence without authority or title.
- Highly organized, strong attention to detail, able to problem-solve and multitask.
- Excellent communication skills, both verbal and written.
- Able to work independently and as part of a team.
- Valid driver's license and clean abstract.
- Contractor's must meet the ISN Contractor requirements including provide a WCB Clearance Letter.

WHAT CAN WE OFFER YOU?

- Competitive Compensation & Benefits
- Positive and collaborative team
- Meaningful work

Note: Pre-Employment Drug and Alcohol Testing is required for this role.

Application Deadline: April 16, 2021

Thank you for your interest, however, only those selected for interviews will be contacted.
Preference will be given to qualified applicants of Aboriginal ancestry as per
Canada's Human Rights Act and legislation surrounding Employment Equity.

Please submit cover letter and resume via email to careers@simpcwresourcesgroup.com with the Subject Line:
ID# 21024 – Assistant Project Manager - Contract by 11:59pm on the closing date.