

Employment Opportunities



Position: Projects Coordinator
Service Area: Public Works
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: July 6, 2023
Closing Date: Until position is filled.
Competition Number: SPW-01-07-06-23

POSITION SUMMARY:

Oversee, develop, and implement the delivery of projects that come from leadership and management, and coordinate the various needs for each project ensuring it adheres to deadlines and budgets. The Project Coordinator will oversee project budgets, create, and manage phases for the projects, report on the project proceedings, and coordinate amongst leadership and management meetings with the various players for each project. The Project Coordinator will identify and communicate all issues and concerns and resolve them promptly and efficiently, with further adherence to Siksika Nation, Federal and Provincial regulations. The Project Coordinator will play a key role in advancing a variety of projects and initiatives that are of strategic importance for the Siksika Nation Administration and Public Works Department.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Team organization through delegation of tasks and conducting regular meetings with team members to monitor status of projects and reporting to upper management on the progress of the project.
- Potential supervision of project team members and monitoring of outside contractors and vendors in relation to the project.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Knowledge of policies regarding the Major Renovations Program and RAPP program.
- Understanding of project management procedure basics for a construction project.
- Strong collaboration skills with all involved in a renovation project. General awareness and knowledge of all building codes and renovation practices.

Education and Experience

- Post-secondary education Business or in related field.
- 3 plus years of related work providing project management support.
- PMP Certification is a must.

Other: Current Criminal Record Check, Valid Alberta Class 5 Driver's License, PMP Certificatio

Submit Resume and Application to:

Siksika Tribal Admin Employee Services
recruitment@siksikanation.com

Email recruitment@siksikanation.com for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567