

WE'RE HIRING!

Project Manager

\$80,000 - \$100,000 (Full-time)

Email resume to: Lsmith@ininew.com



Ininew Limited Partnership is looking for interested candidates to apply for the position of **Project Manager**. The position is full-time.

Highlights:

- Company Benefit Package
- Professional development opportunities
- Room to grow within the company
- Annual reviews and salary considerations

About Us

History

We are Ininew, a First Nation owned, operated, based, and serving engineering firm. We are truly unique. Having been in business for over 33 years, Ininew has successfully established itself as one of Canada's longest standing First Nation companies. We have served over 300 clients across Canada on more than 600 projects!

Meaningful Work

Our projects are always the ones that matter most to communities. Our work is always rewarding and meaningful. That's because working for First Nations means battling the current to produce change. Ininew has helped communities access clean running water, strategically expand infrastructure and development, and improve living conditions from child to Elder. Ultimately, our work always results in an increase in the quality of life we feel First Nations deserve.

Typical projects:

- Project Management of new building construction projects including larger buildings like schools and offices.
- Engineering design, contract administration, and resident inspection for community infrastructure projects involving new sewer, water, and roads construction.
- Surveying and drafting assignments involving drones, LiDAR, photogrammetry, and RTK technology.

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About the Position – Project Manager

Primary Responsibilities

The Project Manager will work in a team environment with senior leadership, guidance, and mentorship as an Intermediate Project Manager early on and then grow into a more senior leader role as time progresses. The Project Manager will job-shadow the current Project Manager on several projects, eventually being asked to do more as confidence builds.

Specific expectations of the Project Manager:

- Immediately integrate into ongoing projects, becoming familiar with the Ininew role requirements by reviewing communications, project documentation, proposal, contracts, funding agreements and other project related materials.
- Prepare project workplans, budgets, and schedules.
- Manage projects by leading communications and maintaining client representative expectations of responsibilities for critical matters such as being on time and on budget.
- Provide regular reporting both verbally in meetings and through written communications such as emails and reports.
- Work modified hours including evenings and weekends (requires careful self-management of workloads and work/life balancing)

Job Specifications

- Bachelor's Degree in a related field such as Engineering, Architecture, Construction, or an acceptable equivalent combination of education, training, and experience.
- Have experience with MS Excel and it's formulas working in budget spreadsheets.
- Post-secondary education in Project Management would be an asset.
- Ongoing professional growth and development in Project Management training and specific project-related fields.
- Successful completion of the associated professional designations in addition to the education listed above is considered an asset including obtaining a P.Eng., C.E.T/A.Sc.T,
- Related certificates or diploma programs to the above are considered an asset.

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- Five to eight (5-8) years of experience related to the duties listed above in Project Management, preferably in the civil construction and/or engineering industry.
- Five to eight (5-8) years' experience directly managing and leading multiple, concurrently run projects.
- Experience in leading large-scale projects, navigating complex and change sensitive environments and influencing desirable outcomes through positive and collaborative relationship management.
- Experience with supervision, coordination, and/or management of staff. Field staff related management will be considered an asset.
- Supervisory experience including planning, organizing, directing, motivating and managing professional and administrative staff.
- Experience in analytical, problem-solving and decision-making skills.
- Ability to set priorities, solve problems, and meet deadlines under pressure.
- Excellent organizational and time management skills in order to be flexible and responsive to changing priorities and circumstances as well as ability to work on diverse projects simultaneously in stressful and fast paced environment.
- Experience in planning projects and creating and managing schedules and budgets.
- Proposal writing skills are considered an asset.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Excellent interpersonal skills including the ability to maintain relations with consultants, government agencies, developers, suppliers and contractors relative to facility and equipment design and improvements, and formulates sound recommendations.
- Commitment to continuous learning, growth and the achievement of high performance.
- Experience with Microsoft Office Suite including experience with Project Management Systems such as Microsoft Project or similar software.
- Experience in a municipal environment would be considered an asset.

Must:

- Must have valid driver's license and be willing to travel to northern remote areas for short project visits on a regular basis (up to 3 trips per month, each trip 1-2 days)

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Email cover letter and resume to: Lsmith@inineew.com with the subject "Project Manager Position."

Closing date: Resumes reviewed as received.

Work Location: Remote, Home, and Winnipeg, Manitoba

We thank all who apply, however, only those candidates selected for an interview will be contacted.

IMPORTANT: Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service.