



# Employment Opportunity

## Project Manager

The Tla'amin Nation is a modern, forward-thinking, self-governing nation located on the beautiful upper Sunshine Coast (qathet Region). Tla'amin is initiating a wide variety of projects related to infrastructure, housing, and land developments to meet cultural and community needs. We are seeking a person with project management specific skills, who is organized, motivated, and has very clear communication abilities.

### Position Summary

Job Title: Project Manager  
Job Type: Full-time, permanent  
Hours of Work: 8:30AM – 4:30PM, Monday - Friday  
Reporting to: Director of Public Works & Capital Infrastructure  
Department: Public Works

### Key Responsibilities

Performs all duties and responsibilities in accordance with Tla'amin policies, standards, and Laws, as directed by the Director of Public Works & Capital Infrastructure. Maintains confidentiality as required pertaining to members, clients, employees, and general matters of the Nation.

This role includes, but is not limited to:

- Prepares project plans supported by schedules and forecast budgets
- Initiates, governs, progresses, and completes projects on time and budget using a structured phase approach
- Compiles recurring progress reports for management
- Presents key project decisions using a structured approach
- Employs high industry standard best practices of risk and safety management
- Works interactively and proactively with the Tla'amin community and Tla'amin Government stakeholders
- Establishes proactive working relationships with all department managers and various consultants/contractors
- Other duties to support the Nation as assigned

### Qualifications

*In order to be considered for this position, your application must clearly indicate that you have relevant experience, training, and/or qualities as listed below:*

- 2 or more years of relevant experience in new construction activities (acquired within the last 4 years)
- Have a degree, certification, or technical diploma

- Experience working with various software and technology that assist in project management practices
- Specific experience within an organization supported by a structured project management process
- Experience working with First Nations communities
- A strong technical aptitude, especially with technical writing skills
- Ability to work independently and as a team to meet project timelines
- Willing to undergo and submit a satisfactory criminal record check prior to employment
- Willing to submit a satisfactory driver's abstract and driver's license to operate Nation vehicles
- Able to effectively communicate in a professional manner in verbal, written, and visual forms
- Able to read and understand maps, design drawings, schematics and legal documents.

*An equivalent combination of education, training, and experience may be considered.*

## Working Conditions

Most work will take place in an office setting within regular office hours. Occasionally you will be required to complete site visits, and/or work outside of regular hours.

## How to Apply

Please apply by sending your resume and cover letter by email to: [jobs@tn-bc.ca](mailto:jobs@tn-bc.ca) noting "Project Manager" in the subject heading of your e-mail or drop-off/mail to Attention: Human Resources Department, Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

Closing Date: August 31<sup>st</sup>, 2022

*We thank all applicants for their interest, however only those shortlisted will be contacted.*