



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
Wage per hour: \$31.50/hr - \$34.00/hr

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 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: October 7, 2022

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