

# **PROJECT MANAGER**

Kenpesq't Holdings LTD.

## **Mission**

Manage the implementation of projects in construction, forestry, archaeology, environmental and cultural heritage disciplines as well as other special projects.

## **Background**

Kenpesq't Holdings Ltd. (KHL) is an owned entity of the Shuswap Indian Band (SIB) located in Invermere BC. KHL is responsible to lead economic development ventures and manage works on behalf of the SIB.

## **Who Are You?**

A natural project manager and communicator, you are in your element when you are managing, negotiating, and leading multi disciplinary teams.

You have proven yourself as a mentor and take pride in leading people, projects, and programs from inception to completion.

## **What Will You Do?**

You will be responsible for implementing all phases of projects, from planning to completion, while ensuring quality and on-time delivery.

You will support the exploration and onboarding of project management systems and policies to facilitate efficiencies and consistency and will organize and document critical information and project developments during all phases of the project.

## **Key Responsibilities**

- Management of project budgets and costs according to agreed project scopes, including oversight on the need for scope changes.
- Management of colleagues, sub-consultants and contractors required to support the successful delivery of project works.
- Formulation and completion of targeted Requests for Proposals, Request for Qualifications, and associated quotations, as well as negotiation and administration of contractual agreements.
- Establish solid relations and ongoing communication with clients, sub-consultants, contactors, and other stakeholders.
- Assist in building a strong client network and organization reputation for delivery of high-quality services.

- Providing timely reports to the Manager regarding critical developments and challenges associated with current projects, funders, partners, and Industry Ministers.
- Performs other related duties as requested.
- Understanding of key WCB policies, requirements, safety, and liabilities.

## **Qualifications and Terms**

- Minimum of 10 years direct project management experience.
- Project Management Professional (PMP) designation is ideal.
- In-depth understanding of project management principles.
- Demonstrated experience in 2 or more of the key discipline areas.
- Experience working with multi-disciplinary teams of professionals.
- Successful management of large projects up to 1 M in value.
- Completion of 2 or more long-term projects up to 3 years in length.
- Demonstrated experience with provision of executive briefings.
- Ability to work outside of regular working hours as needed.
- Must be able to work onsite, in Invermere, BC.
- This is a full time, year position. We work 9am - 4pm, Monday to Friday.

## **Personal Attributes**

- Direct experience working with Indigenous organizations.
- Creative thinking and effective problem-solving skills.
- Experience with project management systems and tools.
- Respectful, tactful, and diplomatic people skills.
- Excellent management, negotiating and leadership skills.
- Critical organizational and time-management skills.
- Good verbal and written communication skills.
- Ability to respond effectively to changing operational needs.
- Provide mentorship to Territorial Stewardship Staff.

## **Additional Information**

SIB, Kenpesq't Holdings Limited and related companies are committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of race, colour, ancestry, place of origin, political belief, religion, sex, sexual orientation, age, marital status, family status, physical or mental disability, or a criminal or summary conviction offence unrelated to a person's employment or intended employment.

SIB and Kenpesq't Holdings Limited strive to incorporate Secwepemc customs, traditions, and values with the organization and in its relationship with its employees.



Where the organization deems it appropriate or an occupational requirement to employ or promote an Indigenous person or Shuswap Indian Band member, the employment preference shall be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

### **How to Apply**

We value diversity and welcome all qualified candidates to apply. If interested, please apply to [nmorgan@shuswapband.ca](mailto:nmorgan@shuswapband.ca) by Feb 15, 2022. Only qualified candidates will be contacted.