

### Build More Than Just A Career

Our people are our success. They are also adventure-seekers and difference-makers who are committed to a shared vision – to offer the best of the best in project delivery services. When you join ONEC, you join a community that seeks to help you build more than just a career. You will build working relationships and partnerships that become friendships, build ideas that become realities and build skills that help you grow personally and professionally. We want you to love what you do so that together we can do great things.

### About ONEC

ONEC Group has been building projects in Western Canada for over 20 years. As an EPC and EPCM provider, our services include multidisciplinary project services including project & construction management, engineering & design, procurement & logistics, geomatics & survey, fabrication & construction, mechanical & electrical installation, and scaffolding & insulation. We are the only mid-sized firm in our industry that offers this collective expertise under one roof. Because of our company's size, clients get to know our team and always work with the same people, resulting in stronger working relationships and efficiency. We are agile in our approach to project delivery because we are able to pivot quickly and adjust our standard processes to suit specific clients' needs. ONEC believes in local leadership and we engage top talent from the communities we work in. We understand that local knowledge and presence are key to not only our overall business success but the economic success of the communities we work in.

### Career Details

Job Title: Cost Controller

Number of Openings: 1

Job Type: Full-Time/Permanent

Minimum Level of Education: Bachelor of Commerce

Office Location: Edmonton, AB

Application Deadline: Until Filled

### Position Summary

We are seeking an experienced Cost Controller to support our Edmonton, AB operations. The successful candidate must possess the knowledge, experience, and confidence to implement, monitor, oversee and execute the cost control systems for assigned project(s). Overall functions include cost management, progress tracking, and implementation of internal business management systems.

Other responsibilities include:

- Cost tracking, cost reporting, forecasting, & cash in/cash out.
- Planning and analyzing daily data for labor, material, sub-contractors & equipment.
- Providing cost control support and other project controls services as requested by the client and approved by the Sr. Manager of Project Support.
- Daily cost (manual data entry) LEMs for client submission.
- Uploading estimates to ERP system (Premier).
- Working directly with the ONEC's project management team alongside the client's project management team including construction managers and utilizing cost control knowledge and tools to manage costs and communicate status in an ethical and responsible manner.
- Ensuring that reporting and cost control requirements for your area are implemented and executed in such a manner that both ONEC and client expectations are met.

- Participating in the invoicing process including ensuring that coding and actuals are captured accurately.
- Analyzing cost and progressing data, reporting on findings, and communicating impacts.
- Participating in contractor meetings and site meetings as applicable.
- Providing client support in the maintenance and optimization of their cost control system.
- Reviewing deliverables on a timely basis.

## **Our Ideal Candidate**

- Engineering degree, Technologist diploma or Bachelor of Commerce candidate with an accounting background with project experience.
- Relevant qualification in the field of Project Controls (Construction Cost Control program from NAIT) Business Administration/Accounting.
- Experienced candidate with a project site background and 2-4 years of cost controls experience will also be considered.
- Good understanding of cost control principles and how to apply them to project day-to-day work.
- Understanding of coding contracts, PO's, service orders, and internal activities to ensure all project-based expenditures are tracked and reported.
- Good knowledge of change management and how to implement the process and procedures while executing a project.
- Experience working with Jonas/Premier.
- Experience with forecasting and tracking costs.
- Understanding of project accounting.
- Good understanding of cost control rules, methodology, and best practices.
- Motivated individual who is considered a self-starter.

## **Application Instructions**

ONEC Group is an equal opportunity employer. Positions are filled by means of open competition where the selection is based on job-related skills, training, experience, and suitability. Final candidates will be asked to provide references. The results of the reference check must be acceptable to ONEC Group. We also consider different experience levels and knowledge and candidates with less experience may be considered for lower-level positions.

We thank all applicants in advance however only individuals selected for interviews will be contacted.

ONEC Group accepts resumes via online application at <http://onecgroup.com/careers/> or via email at [hr@onecgroup.com](mailto:hr@onecgroup.com). Please only submit in Word format.