

### 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: Project Controls Lead

Number of Openings: 1

Job Type: Full-Time/Permanent

Minimum Level of Education: Technical certificate in construction management, business administration, engineering, or equivalent directly related project experience.

Office Location: Edmonton, AB

Vaccination Requirements: Proof of Double Vaccination Required

Application Deadline: Until Filled

### Position Summary

We are seeking a Project Controls Lead that will be responsible for overseeing the practice of project controls, as well as providing project controls support on key projects. This position will work closely with project managers and the accounting team to ensure that all budgeting, scheduling, and coordination processes run smoothly during the execution of the work. The project controls lead is responsible for the monitoring and reporting of the progress of a project while ensuring that it is being executed within the confines of the project execution plan parameters including deadlines and budget limitations. The successful candidate will be reporting to the Director of Corporate Services.

Other responsibilities include:

- Leadership tasks:
  - Overseeing, mentoring, and guiding the project controls team.
  - Coordinating monthly project reporting to Market Directors.
  - Supporting the development and usage of Standard Operating Procedures with respect to project controls and reporting.
- Project-specific tasks:
  - Supporting contract review and management.

- Aiding in the development of project execution plans.
- Developing and maintaining the project schedule.
- Developing project work breakdown and project coding structures.
- Providing earned value and schedule updates.
- Providing support in the analysis of risk management.
- Providing assessments for project performance and oversight.
- Creating and executing internal controls and providing internal auditing services to assure controls.
- Monitoring performance and determining improvement areas by developing key performance indicators.
- Reporting of project engineering, construction, and other service tasks and deliverable progressing.
- Aiding in the development of cost, progress, and status reports.
- Performing other duties as assigned.
- ERP tasks:
  - Responsible for championing supporting and the use of Jonas Premier, with the goal of becoming a superuser in the system.
  - Working with the financial and project teams to understand and develop required reporting for projects, Market Directors, and corporate.
  - Leading the development of SOPs and work instructions specific to Premier.
  - Supporting staff in utilizing the tools available within Premier.

## **Our Ideal Candidate**

- Technical certificate in construction management, business administration, engineering, or equivalent directly related project experience.
- 6-10 years of experience.
- Able to effectively communicate both verbally and in writing.
- Strong project management skills would be an asset.
- High degree of resourcefulness, flexibility, and adaptability.
- Ability to work in a diverse and inclusive organization.
- Ability to maintain confidentiality.
- Ability to manage and inspire teams.
- Ability to multi-task and work in a fast-paced office setting.
- Proficient in Microsoft Outlook, Word and Excel, and Microsoft Project software.

## **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.