



## **Project Controls Lead**

South East Construction L.P. is a union-based, multi-trade, industrial construction and maintenance company scalable to any project size and scope. It is a part of the SECON Group of Companies. South East Construction L.P. takes great pride in providing a safe and rewarding work environment for our employees.

## **Position**

Reporting to Project Manager, South East Construction LP, you will be responsible for coordinating, monitoring and leading all activities related to project costs, schedule and document controls. This position will be Monday to Friday; however, the candidate must be willing to work overtime when required.

Position location based out of Saskatoon or Esterhazy

## **Job Duties**

- Depending on project requirements, site terms may be required.
- Analyze key financial figures and metrics to ensure projects maintain budgets
- Develop or modify and implement project control procedures based on project requirements
- Manage and monitor change, understand risks and report accordingly
- Build Rules of Credit alongside project teams
- Providing weekly burns to update schedule accurately
- Reviewing and approving vendor invoices
- Prepare monthly reports alongside project manager
- Analyzes cost structures, maintains, and improves cost accounting system
- Ability to effectively lead and mentor teammates
- Work with field teams to ensure project costs are allocated correctly to WBS accounts
- Knowledge in all construction disciplines an asset

- Liaise with internal and external stakeholder ranging from client managers through to field staff and subcontractors
- Maintain and liaise with clients, building professional relationships
- Attend and participate in meetings as required by the client or head office
- Performing ad-hoc project analysis and support.
- Schedule development, analyzing progress & changes for impact on project
- Manage documents from site to office, ensuring control of key reports

### **Qualifications**

- Minimum 10 years' experience in project controls
- Effective self-managing, good problem-solving skills, planning, organizing, and priority setting skills combined with a strong work ethic
- Ability to think critically and make independent decisions
- Strong written and verbal communication skills with the English language
- Excellent Microsoft suite abilities
- Familiarity with Sage an asset
- Ability to build and manage schedules in Primavera and Microsoft Projects an asset
- Must be open and flexible to change, take initiative and be a team player
- Computer literacy is a must have
- Pre-employment medical exam and drug test will be required.

### **Total Compensation**

With this opportunity, a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan will be offered.

### **Application Process**

Please apply by sending a cover letter and resume to [recruiting@secon.ca](mailto:recruiting@secon.ca). Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for South East Construction L.P.

The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

**Closing Date**

Open until suitable candidate is hired

Last update: November 5, 2019