

Project Manager

VisionQuest Advisors is a Kamloops-based consulting company serving western Canada and exclusively Indigenous governments and organizations. We develop place-based projects with lasting benefits for the community. We take projects from idea through to fully operational and otherwise offer a comprehensive scope of services.

Our company is adding a **Project Manager** to our team of professionals for projects in Northern BC. This position works directly with clients, various stakeholders, and third-party professionals to ensure project objectives and deliverables are achieved on time and within budget and scope. The Project Manager will be expected to travel frequently, and on occasion for extended periods, to project locations throughout western Canada.

Location: Kamloops Office
Wage/Salary: Industry competitive (\$70,000 to \$100,000 DOE)
Terms: Full-Time Permanent Position
Benefits: Four Weeks Paid Vacation, Medical and Dental Group Plan
Start Date: As soon as possible with a flexible start date

Preferred Qualifications:

- A post-secondary degree/diploma in a technical or related field.
- Progressive and proven experience with construction project management representing owners.
- Project Management Professional (PMP) or equivalent certification will be an advantage.
- In-depth understanding of project development, construction, and project management principles.
- Previous experience working with diverse client groups. Experience with Indigenous clients will be an advantage.
- Good knowledge of MS Office and technical aptitude to learn and utilize new software.
- Effective communications, leadership, time-management, and organizational skills with the ability to negotiate and influence others and successfully provide solutions to a variety of client, project, and technical requests.
- Strong sense of accountability to results, with the willingness to seek assistance when required in a timely manner.
- Flexible and reliable. Able to work in a dynamic team environment to support the continued success of the company.
- Driver's license and work-related travel is required.

Responsibilities:

- Lead project initiation with a critical eye to feasibility. Develop a detailed plan to monitor and track the progress.
- Monitor progress and make adjustments. Utilize industry best practices, techniques, and standards throughout entire project execution.
- Manage relationships and coordinate with client, stakeholders, and project team for the flawless execution of projects.
- Coordinate and/or obtain permits and licenses from appropriate authorities.
- Accountable for procurement and contract management, budget control, and quality assurance. Negotiate contracts and revisions, changes, and additions to contractual agreements.
- Create and maintain comprehensive project documentation and prepare detailed reports. Provide project updates on a consistent basis to client and various stakeholders about strategy, adjustments, and progress.
- Perform risk management analysis to reduce project risks. Report and escalate issues as and when needed.
- Works under the Managing Director and/or Principal. Collaborates with in-house subject experts and cooperates in positive manner to the development of the company by providing required assistance to relevant staff and partners.
- Reflects the company's values and represents the company positively and professionally.

Applications: Please submit your cover letter and resume marked "Project Manager" to careers@visionquestbc.ca. We will review and shortlist applications as received. Thank you to all those applicants that apply, however only those selected for an interview will be contacted. We will shortlist applicants as received, and prompt response is strongly encouraged.