

Project Manager – Environmental

Nupqu Resource Limited Partnership (Nupqu), associated with Ktunaxa Enterprises Ltd., is a growing business, proudly owned by the communities of the Ktunaxa Nation. With offices in Cranbrook, Castlegar and Fernie, BC, Nupqu provides consulting services across a variety of sectors including, environmental, archaeology, forestry, and safety throughout the ʔamakʔis Ktunaxa. We are currently seeking a highly motivated, organized, and responsible individual to join our team in a dynamic and rewarding environment poised for significant growth.

A Project Manager is responsible and accountable for the projects they manage and the employees working within those projects. This includes the entire project timeline: project scoping and resourcing, estimation, proposal submission, project execution, invoicing and budget control, feedback and wrap up. This position reports to the Operations Manager.

This position will consist of full-time permanent employment based out of the Fernie office. The successful candidate should look to have relevant experience and qualifications which align with the roles and responsibilities outlined below:

ROLES AND RESPONSIBILITIES

- Create project plans and manage resources to ensure project schedule, budget, quality, and specification goals are attained.
- Coordinate staff and cross-functional teams to assign and prioritize tasks focused on efficient project execution.
- Lead or participate in, the overall development and management for request for proposals (RFP) to secure additional and/or new business.
- Assign and monitor work of project staff, provide leadership, technical support and direction when necessary.
- Participate in performance reviews and exit interviews reviews where appropriate.
- Work with the employees including Field Crew Supervisors to resolve disciplinary issues and escalate to Human Resources Manager and Operation Manager as appropriate.
- Develop and deliver progress, quarterly, and annual project reporting internally and to clients.
- Collaborate across management and project team to expand services and potential business opportunities.
- Identify and assess project issues and develop solutions to meet productivity, quality, regulation and customer satisfaction.
- Perform other duties and responsibilities as necessary, as directed by the Operations Manager.



Nupqu

LIMITED
PARTNERSHIP

QUALIFICATIONS

Preferred Education

- A post-Secondary Degree in Environmental Science, Natural Resources, Biological Sciences, Engineering, or related Environmental Discipline
- Currently registered or eligible for registration with a Professional Association

Preferred Skills, Knowledge and Experience

- Minimum five (5) years project management experience related to Environmental Management, Environmental Monitoring, Assessments, Regulatory Compliance
- Experience within the disciplines of wildlife management, aquatic resources, water resource management and hydrology
- Working in Industrial settings (Mining, Hydro Dams, Pipelines, Construction)
- Strong understanding of applicable provincial and federal environmental regulations including; legislation, Acts, BMP`s and other applicable permitting
- Proficient use of Microsoft Word, Excel, PowerPoint, Sage Intacct and ESRI software platforms
- Strong sense of accountability to results with the capacity to seek assistance
- Can adhere to the Six Nupqu Values: Respect, Safety, Leadership, Integrity, Culture, Stewardship
- Ability to organize, handle and prioritize multiple tasks while meeting deadlines with minimal supervision
- Strong client relations skills with the ability to communicate on a technical and logistical level
- Self-motivated with strong ability to take initiative in a dynamic work environment
- Excellent reasoning skills with the ability to manage change and solve problems effectively
- Team player, working closely with Managers and staff in an effective supervisory role, building a team that works together towards the continued success of the company
- Effective communication skills – oral, written & interpersonal

WORKING CONDITIONS

The Project Manager position is based out of an office setting but will also require periodic field work. Office work will require extended periods of sitting and extended periods of computer and office equipment use, which can cause muscle strain. Some light lifting of supplies and materials from time to time is also required. Field work will entail travelling to the field site and conducting duties as required in terms of site supervision, field crew support and client engagement.

Travel Requirements

- Occasional travel to other satellite offices as well as field operations within the Ktunaxa Territory.



Salary

- From \$70,000 - \$85,000 per year

Nupqu offers highly competitive wages and benefit packages. Please submit your cover letter and resume marked "**Project Manager Environmental - Confidential**" to our Human Resource Manager, at: hr@nupqu.com.

