

Project Manager – Medic/Contract Management

The Medic/Contract Management Project Manager is responsible for overseeing and managing resources to ensure projects are completed on schedule, within budget, and meet quality and client expectations. This role requires strong leadership, client relationship management, and the ability to collaborate across teams to deliver successful project outcomes.

Key Responsibilities:

Project Management:

- Manage resources to ensure projects are completed on schedule, within budget, and achieve quality and goals.
- Coordinate staff and cross-functional teams to assign and prioritize tasks.
- Create project cost estimates and develop comprehensive project plans and proposals.
- Complete financial tracking and invoicing for assigned projects.
- Develop and deliver project progress reports internally and to clients.
- Proposals and cost estimating

Team Leadership:

- Assign and monitor work of project staff, providing leadership, technical support, and direction as needed.
- Motivate staff, manage team dynamics, and foster a positive work environment.
- Support career growth planning with field staff and participate in performance and exit reviews as appropriate.
- Address disciplinary issues in collaboration with Field/Project Leads, escalating matters to the HR Manager and Operations Manager when necessary.

Client and Business Development:

- Manage relationships with clients to ensure satisfaction and build long-term partnerships.
- Lead or participate in proposal development to secure new business opportunities.
- Collaborate with management and project teams to identify and expand services or business opportunities.

Compliance and Problem-Solving:

- Identify and assess project issues, developing solutions to maintain productivity, quality, regulatory compliance, and customer satisfaction.
- Implement and adhere to company policies and ensure compliance across projects.

Professional Development:

- Maintain or actively pursue relevant professional designations and certifications.
- Continuously improve knowledge of industry standards and best practices.

Additional Duties:

- Perform other duties and responsibilities as assigned by the Operations Manager.

KPI's:

- Manage/generate portfolio of 1 million revenue
- Manage 6 OFA-3 attendants, 3 ETV and 1 industrial ambulance
- Manage various contract management projects generating an average revenue of \$250,000 annually – may vary year to year and assessed on a project to project basis
 - Support from other departments may be required

Key Competencies:

- Strategic Thinking and Problem Solving
- Team Leadership and Staff Motivation
- Client Relationship Management
- Financial Acumen
- Effective Communication
- Knowledge of Worksafe BC regulations and legislation
- Knowledge of ETV/MTC
 - Supply stock and use

Salary range: \$65,000 - \$75,000 per year

Please send your resume and cover letter to hr@nupqu.com with 'Project Manager – Medic/Contract Management' in the subject.

As we strive to provide employment opportunities, we encourage Ktunaxa citizens and other Indigenous peoples to identify themselves in their application.