



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/20

Project Control Officer

Job ID F5-BC-E3-ED-D5-B2

Web Address

<https://careers.indigenous.link/viewjob?jobname=F5-BC-E3-ED-D5-B2>

Company CGI

Location Ottawa, Ontario

Date Posted From: 2024-04-25 To: 2024-06-24

Job Type: Full-time Category: Information Technology

Languages English

Description

Project Control Officer

Category: Finance

Main location: Canada, Ontario, Ottawa

Position ID: J0424-0980

Employment Type: Full Time

Position Description:

Hybrid (Must be 3 days in Ottawa office, 2 days from home at minimum)

Clearance: Reliability or eligible (eligible: must be a resident of Canada for 5+ years)

CGI currently has an exciting opportunity to join CGI as a Project Control Officer to support clients.

This is a fantastic opportunity to get your foot in the door and begin fast tracking your career!

Your future duties and responsibilities:

- Provides coordination services to the IT project team - acts as primary point of contact between internal team, client, and subcontractors
- Supports financial aspects of the project by coordinating billing, resolving Work In Process (WIP) issues and tracking Accounts Receivables
- Provides administrative and technical support of a clerical nature to project management, informing management about project status and any serious issues that arose;
- Maintains project documentation, project records, expenditure reports, new contracts and statistical information
- Supports invoicing activities
- Manages, updates and tracks project change requests and project information in manual/electronic MS Office Suite (Word, Excel and PowerPoint) files and libraries such as contracts, purchase orders, extras, information requests as well as generated submittals/transmittals, reports, project activity logs, schedules, deficiencies and correspondence, in the quality management tool
- Organizes several status meetings with project stakeholders
- Communicated monthly summaries for overall project status in MS Office Suite Word, Excel and PowerPoint documents, including monthly project office support status reports, HR and cost impact of change requests to the PM and all levels of CGI stakeholders

- Processes all client contracts, task authorizations, purchase orders and statements of work and tracks any project change requests, amends current paperwork and distributes to the Project Manager / Client Executive
- Prepares subcontractor agreements and ensures timely payments to subcontractors and resolves any issues
- Responds to "exception" notices to resolve problematic vendor invoices
- Enforces timesheet compliance by ensuring signed client timesheets are received promptly to guarantee timely billing
- Report creation and review for key performance indicators, as well as analysis of data/reports and investigation of any issues found

Required qualifications to be successful in this role:

- 2 plus years of experience providing finance/administrative/coordination experience

Highly proficient in the Microsoft Office Suite, primarily Excel

- Excellent analytical, problem solving, organizational, and time management skills
- Strong verbal, written, and interpersonal skills
- Able to prioritize, work under pressure and meet deadlines
- Works well independently and within a team environment
- A completed college diploma or university degree

Assets

- A degree or diploma in accounting or other financial related degree

Nice to have to get you noticed:

- Previous RFP/proposal development experience - estimating financial

Skills:

Contract Management

Document Management

English

Finance & Accounting

Adv Fin - General Accounting

French

What you can expect from us:

Together, as owners, let's turn meaningful insights into action.

Life at CGI is rooted in ownership, teamwork, respect and belonging. Here, you'll reach your full potential because...

You are invited to be an owner from day 1 as we work together to bring our Dream to life. That's why we call ourselves CGI Partners rather than employees. We benefit from our collective success and actively shape our company's strategy and direction.

Your work creates value. You'll develop innovative solutions and build relationships with teammates and clients while accessing global capabilities to scale your ideas, embrace new opportunities, and benefit from expansive industry and technology expertise.

You'll shape your career by joining a company built to grow and last. You'll be supported by leaders who care about your health and well-being and provide you with opportunities to deepen your skills and broaden your horizons.

Come join our team-one of the largest IT and business consulting services firms in the world.

How to Apply

Click "Apply Now"