



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.Link's 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.

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Job Board Posting



Careers.Indigenous.Link

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Project Manager, International Standards Development

Job ID	55-49-D9-57-16-7C	
Web Address	https://careers.indigenous.link/viewjob?jobname=55-49-D9-57-16-7C	
Company	Standards Council Of Canada	
Location	Ottawa (Currently Working Remotely), Ontario	
Date Posted	From: 2021-07-23	To: 2021-08-06
Job	Type: Full-time	Category: Miscellaneous
Job Salary	\$55,800 - \$69,600	
Languages	Fluently Bilingual In Both Official Languages (English And French)	

Description

Your place in the team

The Project Manager, International Standards Development (ISD) reports directly to the Manager, International Standards Development and works in a team of three other project managers. Contributing directly to SCC's strategic priority of Canadian Leadership, the Project Manager provides administrative coordination and support for the development of policy and program positions reports and papers to address program issues and facilitates Canadian participation in the international standards development process.

A successful Project Manager, International Standards Development looks a little like this:

- Dynamic and engaged team player who, by being prepared and composed, can coordinate the provision of services, information and program activity to support the development of policy and program positions, reports and papers related to the international standards development process.
- Takes a calm and collected approach to reviewing and addressing program issues, problems and concerns as a program specialist.
- Effective verbal communicator who provides guidance and assistance to clients and client organizations and advises their manager on key issues relating to programs, committees and cross-functional interests related to the international standards development process.
- Customer service focus when providing information, assistance and guidance to Canadians participating in international or regional activities on standardization policies and goals.
- Takes a proactive approach to lead in the identification of Canadian stakeholders to engage in standards issues of priority and make strategic recommendations on efforts related to recruitment and participation in national, regional and international standardization.
- Self-starter who provides recommendations to their manager to determine priorities for identifying, developing and improving current approaches, processes and tools which enable SCC to efficiently coordinate Canada's standardization efforts and effectively engage stakeholders in national, regional and international activities.
- Passion for keeping abreast of new information relating to international standards
- A keen eye when collecting, maintaining and analysing program data for tracking, report generation, and trend identification.
- Analytical thinker who weighs options and makes logical decisions and writes clear, geared-to-audience proposals, reports and communiques.
- Positive and enthusiastic member of the team who is open to exploring new ways of doing things.

Experience

- 3+ years of experience in the collection, maintenance, and analysis of data for distribution, tracking and report generation;
- 3+ years of experience composing, proofreading and correcting correspondence, generating and editing reports, developing briefing notes;
- 3+ years of experience with general administrative and office support duties, including scheduling meetings, travel arrangements, completing expense claims, hardcopy and electronic filing, etc
- Fully proficient in MS Office; excellent Excel skills

Education Requirements

- Post-secondary education in economics, statistics, business administration, political science, international relations or equivalent discipline

How to Apply

Apply directly on SCC's Career Page:

ENGLISH:

<https://can60.dayforcehcm.com/CandidatePortal/en-US/scccn/Posting/View/57>

FRENCH:

<https://can60.dayforcehcm.com/CandidatePortal/fr-CA/scccn/Posting/View/57>