



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

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Project Coordination Officer / Agent Ou Agente De La Coordination De Projet

Job ID	75-DA-59-AA-37-6B	
Web Address	https://careers.indigenous.link/viewjob?jobname=75-DA-59-AA-37-6B	
Company	National Research Council Canada	
Location	Penticton, British Columbia	
Date Posted	From: 2022-05-20	To: 2022-06-01
Job	Type: Full-time	Category: Office
Job Salary	From \$64,022 To \$75,389 Per Annum.	
Languages	English	

Description

Help bring research to life and drive your career forward with the National Research Council of Canada (NRC), Canada's largest research and technology organization.

We are looking for a Project Coordination Officer (PCO) to support our Herzberg Astronomy and Astrophysics - Astronomy Technology Directorate (HAA-ATD). The PCO would be someone who shares our core values of Integrity, Excellence, Respect and Creativity.

The PCO is responsible for providing expertise related to complex project management activities to project managers, and team leads in the HAA Research Centre.

The PCO provides project management coordination expertise to project managers and team leads to ensure projects are delivered to clients as agreed. The PCO organizes and coordinates the work impacting the ATD, including configuration management procedures and processes, makes sure the project documentation is completed, coordinates the development of project proposals in consultation with appropriate stakeholders and informs management of project-wide progress and development.

Contribuez a la realisation de travaux de recherche strategiques et poursuivez une carriere prometteuse au Conseil national de recherches du Canada (CNRC), la plus grande organisation de recherche et de technologie au Canada. Nous souhaitons embaucher un Agent ou une agente de la coordination de projet en vue de soutenir la Direction des technologies d'astronomie (DTA) du Centre de recherche Herzberg en astronomie et en astrophysique (HAA). La personne choisie doit partager nos valeurs fondamentales relatives a l'integrite, a l'excellence, au respect et a la creativite.

La personne qui occupe le poste d'agent de la coordination de projet est chargee de fournir une expertise liee aux activites de gestion de projets complexes aux gestionnaires de projet et aux chefs d'equipe du Centre de recherche HAA.

Elle fournit une expertise en matiere de coordination de la gestion de projet aux chefs de projet et aux chefs d'equipe afin de garantir que les projets sont livres aux clients comme convenu. Elle organise et coordonne les travaux ayant une incidence sur la Direction des technologies d'astronomie (DTA), y compris les procedures et les processus de gestion de la configuration, s'assure que la documentation du projet est complete, coordonne l'elaboration des propositions de projet en consultation avec les intervenants appropries et informe la direction de l'avancement et de la mise au point du projet.

Experience

Recent and significant experience with project management principles and practices.

Recent and significant experience supporting the management of projects involving multi-disciplinary teams and multi-partner resources in a research and development environment, facilities environment in order to support the project managers/leaders

Recent and significant experience with vertical integration business systems, Project Management Planning / scheduling software, or another similar software.

Recent and significant experience in Excel using complex functions including Pivot Tables, Word and PowerPoint.

Significant experience in developing reports and preparing data for management and clients
Experience in operational and financial management
Experience working with SAP PS would be considered an asset

Experience recente et appreciable des principes et des pratiques de gestion de projet.
Experience recente et appreciable de la gestion de projets comprenant des equipes multidisciplinaires et des ressources de divers partenaires au sein d'un environnement de recherche-developpement incluant des installations, afin de soutenir les gestionnaires et les chefs de projet
Experience recente et appreciable des systemes operationnels d'integration verticale, des logiciels de planification ou d'ordonnancement de la gestion de projet, ou de tout autre logiciel similaire.
Experience recente et appreciable de l'utilisation de fonctions complexes dans Excel, y compris les tableaux croises dynamiques, ainsi que dans Word et PowerPoint.
Experience appreciable de l'elaboration de rapports et de la preparation de donnees a l'intention de la direction et des clients.
Experience de la gestion operationnelle et financiere.
Experience de travail avec le module SAP PS, un atout.

On entend par «expérience recente», une experience acquise au cours des 2 dernieres annees.

Education Requirements

Successful completion of a two year college diploma in administration, project management or related field and has formal project management training in PMI Methodology.
CAPM or PMP would be considered an asset.

Diplome d'etudes collegiales de deux ans en administration, en gestion de projet ou dans un domaine connexe et formation officielle en gestion de projet selon la methodologie du Project Management Institute (PMI).
Attestation comme specialiste en gestion de projet (PMP) ou associe certifie en gestion de projet (CAPM), un atout.

Essential Skills

Ability to plan and execute on multiple projects and provide ongoing status updates.
Ability to structure, organize, and synthesize information.
Ability to communicate effectively orally and in writing.
Ability to provide advice and guidance to project managers and colleagues.
Ability to set and manage competing priorities and complete tasks within tight timelines.
Knowledge of the Government of Canada, Treasury Board, or NRC financial, travel, and hospitality policies and procedures would be considered an asset.

Capacite de planifier et de realiser de nombreux projets ainsi que de fournir des mises a jour continues sur l'etat d'avancement.
Capacite de structurer et d'organiser des renseignements, et d'en faire la synthese.
Capacite de communiquer efficacement de vive voix et par ecrit.
Capacite de donner des conseils et une orientation aux gestionnaires de projet et aux collegues.
Capacite d'etablir et de gerer des priorites concurrentes et d'accomplir des taches dans des delais serres.
Connaissance des politiques et des procedures du gouvernement du Canada, du Conseil du Tresor ou du CNRC en matiere de finances, de voyages et d'accueil, un atout.

How to Apply

Click "Apply Now"