



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Bilingual Interior Designer - Contract Management

Job ID	83-C5-DA-D0-AF-3F	
Web Address	https://careers.indigenous.link/viewjob?jobname=83-C5-DA-D0-AF-3F	
Company	Canada Mortgage And Housing Corporation (CMHC)	
Location	Ottawa, Ontario	
Date Posted	From: 2018-11-14	To: 2018-11-19
Job	Type: Full-time	Category: Miscellaneous
Languages	Bilingual (English And French)	

Description

Job Requisition ID: 3049

Primary Location: Ottawa, Ontario

Sector: Information Technology

Language Designation: Bilingual

Language Skill Levels (Read/Write/Speak): CBC

Salary Range: \$73746 to \$92183

Position Status: Permanent Full Time

Security Requirement: Reliability Status

Travel Requirement: Occasional

Canada Mortgage and Housing Corporation (CMHC) helps Canadians meet their housing needs. As Canada's authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations. Our work matters to a great many people and our employees matter to us.

Bring your office space management and design experience, including your negotiating and project management skills to this Interior Designer, Contract Management, position in Ottawa.

In response to the needs arising from CMHC's office transformation initiative, which represents a multi-million dollar investment, we are presently seeking to add a new permanent, full-time position to our team. As a member of the Partner Relationship Management and Operational Oversight team, you will be accountable for ensuring CMHC receives high-quality, responsive, efficient and cost-effective space management services through the management of various outsourced service providers. You will play a pivotal role in developing and implementing corporate-wide office policies, procedures and guidelines related to space management and, in particular, space accommodation programs. Additionally, you will be part of a team who will be overseeing large-scale space management design projects (acquisition of new office furniture and equipment, smart technologies, etc.) for CMHC's National Office and regional offices across the country.

The intent of this advertisement is to identify and assess qualified candidates to staff both current and future permanent and contract positions within the division. We invite both English and Bilingual (English and French) candidates to apply.

How You Will Be Contributing

- * Providing expert technical advice, solutions and recommendations on space management, office design, space accommodation programs and the leasing portfolio to senior management.
- * Creating short-, medium- and long-term office space accommodation strategies and work plans.
- * Developing operational and capital budgets, including business cases, related to space management activities, and ensuring that costs are managed appropriately.
- * Providing strategic direction and overseeing leasing activities and work programs delivered by service providers, including procurement activities; participating in leasing administration negotiations and obligations; and ensuring delivery of goods and services, value for money, compliance with building codes, and health and safety.
- * Establishing service plans to ensure service providers' overall performance meets contract service levels (including benchmarks, performance standards, service levels, key performance indicators, business rules, reporting requirements, etc.).
- * Analyzing, evaluating and reporting on the services of outsourced service providers.
- * Reviewing updates and regular and ad hoc reports on project plans, progress, status, costs, financial targets and objectives, and making appropriate recommendations to CMHC management.
- * Recommending and implementing corporate policies and procedures related to the space management/ accommodation program, including the leasing portfolio.
- * Researching and evaluating industry trends, standards and practices to ensure that CMHC space management services remain state-of-the-art and cost-effective.

What We Are Looking For

- * A commitment to demonstrating CMHC values.
- * Minimum of a college diploma in interior design or a related field.
- * Minimum of five years of office space and facilities management experience in positions of increasing responsibility, preferably related to the management of a service provider contract, OR an equivalent combination of education and experience.
- * Minimum of three years of experience in leading teams, including virtual teams.
- * A Certified Interior Designer designation.

- * Demonstrated work experience in managing budgets and participating in large-scale commercial renovation- and construction-related project initiatives.
- * Experience in project management and change management.
- * In-depth understanding of space and facilities management and construction industry standards, trends and best practices.
- * Understanding of commercial leasing, and ability to understand and interpret contractual and legal requirements.
- * Proficiency in working with various computer applications and software, such as AutoCad, Microsoft Office, MS Project and Revit (Building Information Modelling).
- * Ability to build and maintain strong relationships and manage partnerships with outsourced service providers.
- * Strong leadership with highly developed negotiation skills and ability to influence others.
- * Strong written and oral communication skills, including the ability to deliver presentations and write reports for divisional and senior management.
- * Highly developed problem-solving and analytical skills, including the ability to analyze both quantitative and qualitative data.
- * Demonstrated ability to work under pressure and manage multiple projects simultaneously with tight and often conflicting schedules and deadlines.
- * Ability to work under tight deadlines and deal with conflicting priorities and multiple client needs.

Assets

Certified Facilities Manager (CFM) or Certified Project Manager (CPM) designation.

Competencies

Building Collaborative Relationships/ Influencing with Impact/ Communicating Effectively/ Thinking Analytically/ Meeting Client/Stakeholder Needs/ Commitment to Official Languages

What CMHC Has To Offer

- * Competitive total compensation package
- * Competitive annual salary
- * Comprehensive flex benefit program
- * Defined benefit pension plan
- * Eligibility for performance bonuses
- * Flexible work environment
- * In-house learning and development opportunities
- * Career growth opportunities
- * Employee and Family Assistance Program (EFAP)
- * Various on-site amenities

How to Apply

APPLY today

This job posting will be active until 11:59 p.m. EDT on November 18, 2018; however, the competition may remain active until a successful candidate has been chosen.

To Note

- * Your application must clearly demonstrate how you meet the requirements as CMHC cannot make assumptions about your education and experience.
- * Selected candidates may be required to do a presentation or assessment as part of the interview. If so, they will be advised in advance. In the event that tests are administered, candidates will also be advised in advance.
- * We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.
- * If selected for an interview or testing, please advise us if you require an accommodation.
- * Please note that the official internal job title for this position is Principal, Space Management Contracts.
- * This position requires some occasional travelling to regional offices across the country.
- * Candidates who do not meet all of the position requirements may be considered in an under-fill capacity, in which case the person will be hired at a lower level than the position level.
- * All applications submitted to this competition will be kept for a six (6) month period and may be considered for future related vacancies at CMHC.
- * Candidates must be eligible for Reliability Clearance.
- * Second Language Proficiency levels are defined as follows:

A = Beginner Level

B = Intermediate Level

C = Advanced Level

E = Exempt

P = Specific Language Skills

Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages. CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities