



# 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:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## MAC (Move, Adds, Changes) Manager

<b>Job ID</b>	<b>93-A5-25-D9-46-71</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=93-A5-25-D9-46-71">https://careers.indigenous.link/viewjob?jobname=93-A5-25-D9-46-71</a>	
<b>Company</b>	BGIS	
<b>Location</b>	Charlottetown, Prince Edward Island	
<b>Date Posted</b>	From: 2021-09-20	To: 2022-03-19
<b>Job</b>	Type: Full-time	Category: Office
<b>Languages</b>	English And French	

### Description

#### Who We Are

BGIS is a leading provider of customized facility management and real estate services. With our combined team of over 6,500 globally, we relentlessly focus on enabling innovation through the services we deliver, while actively looking for new opportunities that will enable innovation for our clients' businesses. Globally, we manage over 320 million square feet of client portfolios across 30,000+ locations in North America, Europe, Middle East, Australia and Asia. Further information is available at [www.bgis.com](http://www.bgis.com)

#### Summary

The MAC Manager is responsible for planning and delivering facility moves, adds or change projects, including coordinating furniture installation and Sustainable Furniture & Office decommissioning services.

#### Key Duties & Responsibilities

##### Service Delivery

- Plans and delivers facility moves, adds or change projects as well as facility planning projects, including Furniture Installation and Sustainable Furniture & Office decommissioning projects.
- Participates and may lead client project calls and distribute meeting minutes.
- Creates schedules and monitors progress against timelines.
- Participates in the planning process for each project, taking into consideration the client's requirements and TFMS deliverables.
- Works cross-functionally with other internal team members, service lines, project groups and operation groups to plan, manage and deliver projects.
- Coordinate and manage all on site activities such as booking loading docks and elevators ensuring all necessary vendors have correct access.
- Coordinates and manages the onboarding of third-party vendors, ensuring compliancy with security, work permits and general requirements as necessary.
- Supervise and manage all on site activity under MAC scope of work - furniture installation, decommissioning and relocation services.
- Coordinates with the client and third-party vendors for furniture delivery, installation and remediation of any furniture deficiencies.
- Develops, shares and updates the project schedule taking into consideration budget, required timeline and any risks to projects.
- Develops and completes tender packages for the procurement of third-party services.
- Provides input, evaluation and maintenance of Standing Offer contracts with third-party services.
- Evaluates, plans and manages all Health & Safety risks and requirements, working with the BGIS Health & Safety team and other internal groups as required.
- Ensures all projects are delivered on time, within scope, budget and requirements and complies with all regulatory, environmental, health and safety requirements.
- Provides thought leadership in the area of moves, adds and changes, furniture installation and sustainable furniture and

office decommissioning.

- Performs other duties, as assigned.

#### Relationship Management

- Develops strong internal relationships with other team members, service lines, project groups and operation groups to plan, manage and deliver projects.

- Maintains an effective positive working relationship with all clients, stakeholders and internal teams on each project to maintain client objectives – One BGIS.

- Will contribute to the ongoing Indigenous Engagement relationships between BGIS and local Indigenous communities.

- Contributes to the maintenance of an effective recycling third-party and charity database and hold good relationships with all.

- Effectively and pro-actively communicates with stakeholders, such as Clients, contractors and industry bodies (as required) to ensure Client satisfaction and BGIS's success.

- Maintains a good relationship with all third-party contractors.

#### Reporting & Communication

- Completes project milestone billing documents and ensures consistency throughout projects.

- Contributes to the development and upkeep of work instructions and processes with the National MAC Lead and others as required.

- Participates in project status reporting and monthly financial reporting activities for all assigned projects.

- Participates in regular meetings with the MAC team to drive alignment and consistency in the TFMS delivery of MAC projects.

- Provides updates to the MAC Team Lead on project impacts and opportunities.

- Participates in project kick off meetings, both internal and external as required.

- Communicates with all project stakeholders regularly and may chair project status meetings.

- Maintains effective filing structure and ensures all documentation for each project is correctly filed and audit ready.

#### Financial Management

- Responsible for ensuring adherence with all financial and procurement policies and procedures

- Assists in creating MAC Rough Order of Magnitude (ROM) budgets for proposal development and space-based activity (SBA) management.

- Monitoring contractor Purchase Order's (PO's) and ensuring that they align with the approved budget and quote.

- Keeps track of all invoices and cross checks that work billed for aligns with work quoted.

- Ensures all money received from diversion in Sustainable decommissioning projects is given back to the client or established, approved receiver.

#### Service Delivery Development/ Quality Management

- Works collaboratively with the National MAC Lead, Program Director and other internal stakeholders to develop, maintain and improve upon the MAC service delivery line.

- Develop and maintain measurable Key Performance Indicators (KPI's).

- Partakes in the development and maintenance of all processes, tools and documentation for MAC such as developing playbooks for relocation, furniture installation, etc.

#### Business Development

- Ensures a positive client and occupant experience on all TFMS projects to drive repeat business and differentiate BGIS as the logical choice for service delivery.

- Assists with business development opportunities such as scope definition, fee and proposal development.

#### Knowledge & Skills

- Community College/ Vocational / Technical Diploma (1 to 3 years of job experience)

- Excellent communication skills. (1 to 3 years of job-related experience in moves, add, change, furniture installation, decommissioning and facility planning projects.)

- Local knowledge and involvement in the local Indigenous communities an asset.

- Effective time management skills. (Experience in customer service and client facing activities)

- Skilled in strategic thinking. (Experience managing customer relationships)

- 1-3 years of furniture systems knowledge.

- Project coordination and organizations skills.

- Has excellent relationship building and relationship management skills.

-Ability to deliver non-technical projects such as moves, adds and change projects according to requirements, on time and within budget.

-Excellent problem-solving skills.

-Able to meet requirements for Federal Security Clearance.

Licenses and/or Professional Accreditation

-Travel to sites will be required, driver's license a bonus.

BGIS is an equal opportunity employer and we welcome you to apply for a position with us! If you require accommodation during the recruitment process, please contact us at askHR. Upon request for accommodation, we will consult with the applicant in question and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

BGIS est un employeur qui respecte l'égalité des chances et nous vous invitons à postuler pour un poste chez nous ! Si vous avez besoin d'un accommodement pendant le processus de recrutement, veuillez nous contacter à askHR.

En cas de demande d'accommodement, nous discuterons avec le candidat en question et fournirons, ou ferons en sorte de fournir, un accommodement approprié d'une manière qui tiendra compte des besoins d'accessibilité du candidat en fonction de son handicap.

### **How to Apply**

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