



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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Project Management Coordinator / Coordonnateur(trice) En Gestion De Projet

Job ID	98-9E-D2-56-00-23	
Web Address	https://careers.indigenous.link/viewjob?jobname=98-9E-D2-56-00-23	
Company	National Research Council Canada	
Location	Within A National Research Council Office Across Canada , Across Canada	
Date Posted	From: 2023-05-30	To: 2023-06-13
Job	Type: Full-time	Category: Office
Job Salary	From \$60,143 To \$70,963 Per Annum.	
Languages	Bilingual Imperative BBB/BBB	

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 Management Coordinator to support our Industrial Research Assistance Program (IRAP). The incumbent will be a member of the IRAP International Networks Team.

The Project Management Coordinator would be someone who shares our core values of Integrity, Excellence, Respect and Creativity. Reporting to the Manager of Operations and Finance of the IRAP International Program Office, you will develop, maintain and support project documentation, and use various tools and systems to track and monitor new and ongoing tasks or projects.

Contribuez à la réalisation de travaux de recherche stratégiques et poursuivez une carrière prometteuse au Conseil national de recherches du Canada (CNRC), la plus grande organisation de recherche et de technologie au Canada. Nous souhaitons embaucher un ou une Coordonnateur(trice) de la gestion de projets en vue de soutenir notre Programme d'aide à la recherche industrielle (PARI). La personne retenue sera membre de l'équipe des réseaux internationaux du PARI. Elle doit partager nos valeurs fondamentales d'intégrité, d'excellence, de respect et de créativité.

Relevant de la responsable des opérations et des finances du bureau du programme international du PARI, la personne retenue élaborera, tiendra à jour et soutiendra la documentation du projet, et utilisera divers outils et systèmes pour suivre et surveiller les tâches ou projets nouveaux et en cours.

Experience

Significant experience in supporting project management functions and performing project management coordination work duties.

Significant experience using MS Office tools such as Excel, Word, PowerPoint and Outlook

Significant experience using MS Project or Azure DevOps

Significant experience in event planning and coordination of travel

Experience in the Government of Canada, Treasury Board, or NRC financial, travel, and hospitality policies and procedures would be considered an asset.

*Note: Significant experience is defined as 2 to 6 years of experience

Experience significative dans le soutien des fonctions de gestion de projet et dans l'exécution de tâches de coordination de la gestion de projet.

Experience significative de l'utilisation des outils MS Office tels que Excel, Word, PowerPoint et Outlook.

Experience significative de l'utilisation de MS Project ou d'Azure DevOps.

Experience significative dans la planification d'événements et coordination de voyages

Experience de travail en tant que coordonnateur de gestion de projet au sein d'un ministère ou d'une agence du gouvernement fédéral canadien serait considéré un atout.

*Note : Une expérience significative se définit comme une expérience de 2 à 6 ans.

Education Requirements

Completion of a post-secondary education (degree or diploma) in business, program or project administration.

Avoir termine des etudes postsecondaires (diplome ou certificat) en administration des affaires, des programmes ou des projets.

Essential Skills

Sound knowledge of project management coordination within a Canadian federal government context.

Ability to coordinate and organize multiple activities and tasks while manage conflicting priorities.

Ability to develop and implement new and existing processes, methods, or practices for continued improvement.

Excellent written and oral communication skills.

Connaissance approfondie de la coordination de gestion de projet dans un contexte du gouvernement federal canadien.

Capacite de coordonner et d'organiser de multiples activites et taches tout en gerant des priorites conflictuelles.

Capacite d'elaborer et de mettre en oeuvre des methodes, des pratiques ou des processus nouveaux et existants pour une amelioration continue.

Excellentes competences en communication orale et ecrite.

How to Apply

Click "Apply Now"