



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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Business Management Specialist

Job ID	oBwThfw1-12124-4017	
Web Address	https://careers.indigenous.link/viewjob?jobname=oBwThfw1-12124-4017	
Company	EPCOR	
Location	Calgary, Alberta	
Date Posted	From: 2021-12-17	To: 2050-01-01
Job	Type: Full-time	Category: Utilities

Description

Highlights of the jobCovid 19 note: In order to ensure the health and safety of our teams, EPCOR requires all new hires to be fully vaccinated against COVID-19. Candidates who cannot be fully vaccinated on the basis of a protected legal ground may request an accommodation. We ask all candidates to consider this requirement when applying for a role at EPCOR.We are hiring a full-time permanent Business Management Specialist position to join our Regional Water Operations team working at our Calgary location.As a Business Management Specialist you are accountable for leading initiatives in Regional Operations and assisting Operations Managers, Project Managers and Senior Management with the development and implementation of technology, improving business processes and business development pursuits. This includes ensuring processes are consistent across Regional Operations and consistent with other areas in EPCOR, compliance with contract deliverables, internal and external audits and certifications such as ISO, business development proposals and achieving the required outcomes with time spans ranging from 3 to 12 months.

Calgary is situated at the meeting of theBow Riverand theElbow Riverin the south of the province, in the transitional area between theRocky Mountain Foothillsand theCanadian Prairies, about 80km (50mi) east of the front ranges of theCanadian Rockiesand approximately 240km (150mi) north of theCanada-United States border. Calgary is surrounded by natural beauty, with world-class ski resorts, and beautiful Rocky Mountains provide the backdrop to the city's stunning vistas. Find out more about living in Calgary here:

<https://www.lifeincalgary.ca/about-calgary/calgary-facts>

What you'd be responsible forThe Business Manager Specialist is accountable to the Senior Manager Capital, Growth and Operations and the key accountabilities are, but not limited to:

- Providing input to the operational, capital, growth plans and direction, ensuring an appropriate understanding of the EPCOR Utilities Inc. (EUI) and Regional Operations strategy throughout Western Canada and ensuring on-going effective positioning and appropriate relationships between other positions in Regional Operations and in the rest of EUI.
- Identifying the necessary budget requirements for the provision of business process improvement, leading edge technology, and proposals for business development.
- Assisting Regional Operations Managers and Project Managers with contract deliverables, reporting and presentations to industrial and municipal clients.
- Ensuring the delivery of optimal results against appropriate performance metrics. Key metrics including financial; business process improvement; successful implementation of new technology; increased team productivity and operational effectiveness; employee and client satisfaction.
- Ensuring optimal deliverables through effective cross-functional accountability and authority practices (when relevant) within Senior Manager's context and prescribed limits.
- Developing, implementing and reviewing business processes to ensure compliance to policies, standards, regulatory requirements and ensuring mitigation of risks.
- Leading:
 - proposal preparation for Water and Wastewater projects and operations.
 - initiatives for process improvements including software implementation, client interaction, report generation, project invoicing and controls.
 - workshops and other client focused interactions

- Working with operations managers for successful implementation of optimization opportunities.
- Assisting in client reporting and documentation. Assisting with contract preparation.

What's required to be successful? Qualifications, experience and behaviours the successful candidate will possess are: Completion of post-secondary education from a recognized post-secondary educational institute with Bachelor degree in Science, Engineering, or Business or an MBA 5+ years of experience which includes: experience in Water/Wastewater systems consulting experience preferably in the water/wastewater industry.

A combination of post-secondary education and experience may be considered. Demonstrable knowledge of water/wastewater industry Regulations. Advanced working knowledge of Microsoft products, specifically SharePoint. Highly developed business writing, editing and communication skills. Exceptional writing skills with an attention to detail combined with solid organizational skills and ability to effectively manage shifting priorities. Knowledge and experience in water and wastewater project management processes and practices. Be open to coaching and mentoring. As our best candidate, the qualifications (skills and behaviours) listed above are supplemented by a well-developed and effective verbal and written communication and interpersonal skills combined with the ability to work well within a team environment. You demonstrate the ability to achieve objectives on time and to a defined standard, you continuously look for and advocate for opportunities to improve products, streamline processes, increase efficiency, reduce waste and improve results. You are willing to adhere to EPCOR's standard processes and to contribute to improving them, while demonstrating a strong commitment to safety. Other important facts about this job: This is a Professional level position, is Monday to Friday (40 hours per week) and the working location is in Calgary, Alberta (Life Plaza). Note: Please be prepared to participate in a practical exercise that demonstrates your writing and/or presentation skills to be used as a part of the interview/selection process. Learn more about Working at EPCOR! Follow us on LinkedIn, Twitter, Glassdoor or Facebook!

#LI-TA1 Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age, successfully attained a high school diploma (GED, or equivalent level of secondary education) and legally entitled to work in Canada. (A copy of a valid work permit may be required.) If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment. A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion. To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.

For more information, visit [EPCOR for Business Management Specialist](#)