

## CAREER OPPORTUNITY

### Senior Project Manager

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#### General

Formal Position:	Senior Project Manager
Department:	Operations
Reports to:	Team Lead of Projects
Region:	Western Canada (Edmonton, Alberta)
Employment Form:	Full-time
Contract Form:	Permanent

#### Job description:

Mammoet is currently seeking a Senior Project Manager for our Edmonton location. The Senior Project Manager will be responsible for the review of project requirements, including daily interface with clients, and ensure projects are executed in a safe and efficient manner. Responsibilities also include understanding and monitoring onsite activities, managing contractual requirements and identifying potential changes to the scope of work. This position will be full time (Mon-Fri) with opportunity for rotational assignments on local and remote projects.

#### Responsibilities (including but not limited to)

- Conduct all business in a professional, respectful manner
- Review requirements of project and develop execution plan for the main activities.
- Responsible for the successful execution of the project in accordance with how the project was sold
- Monitor and controls project schedule.
- Ensure project invoicing is timely, accurate and in accordance with contract invoicing guidelines
- Ensure project has required personnel, with appropriate experience and/or training for the required tasks
- Ensure and assume responsibility for the safe execution of the project as outlined in the Mammoet SHE- Q Manual and as per client requirements.

- Delegate and coordinate all onsite activities to meet set goals for the project
- Create and monitor the project budget throughout the execution of the project.
- Monitor and control Contractual Obligations to make sure that Mammoet is meeting its requirements.
- Monitor and control any Contract Change Notices for extra work, omissions to the contract, and any other potential changes to the contract also ensuring Mammoet is receiving fair treatment with regards to changes.
- Work with sub-contractors and other third parties for seamless management of project.
- Review all timesheets for accuracy in regards to hours worked, equipment assignments (if applicable) and compliance to applicable union/contract agreement. Once deemed accurate, sign off and forward for further processing.
- Review all Daily LEMs to ensure all billable hours for personnel and equipment are correctly reflected in accordance with the contract. Once deemed correct, forward for further processing.

### **Job Qualifications**

- Bachelor Degree in technical or operations related discipline
- 10+ years of combined field and/or project experience (minimum 5+ years of projects specific experience)
- Experienced with computer skills: Microsoft Project, Microsoft Office (Excel), AutoCAD, and SAP.
- CSTS.
- Valid Driver's License.

### **Experience**

- Progressive field and/or project management experience in a related industry.
- Strong working knowledge of the crane and transport industry.
- Proven communication skills
- Commercial or contract management experience

### **Key Characteristics**

- Good communicator
- Highly motivated
- Organized
- Outgoing
- Approachable
- Service Orientated
- Ability to react effectively under pressure and stress
- Able to work independently, in a team, and be able to direct a team as well



## **About our Company**

Mammoet helps clients improve construction efficiency and optimize the uptime of plants and installations. For that purpose, we provide solutions for lifting, transporting, installing and decommissioning large and heavy structures.

We provide the following services:

- Engineered lifting and transportation services
- Lifting, transportation and installation of modular constructions
- Factory-to-foundation projects
- Plant turnaround logistics
- Decommissioning of onshore and offshore installations
- Trading in new and used equipment worldwide

## **About our region**

This will be a permanent position operating out of our Edmonton, AB location.

## **Benefits**

Salary will be commensurate based upon education and experience. Mammoet offers competitive wages, health benefits and RRSP contributions. In addition to this, we offer an engaging environment in which a variety of career development and growth opportunities exist to our employees both locally and internationally. Mammoet is an existing benefactor for a variety of local and national charity organizations and also provides support for our own employees' extracurricular activities.

*Mammoet is dedicated to building a workforce that reflects diversity. Mammoet encourages applications from all qualified individuals. We thank all applicants for their interest in Mammoet, however we will only contact those selected for an interview. Applicants who require accommodation due to disability during the selection process should notify human resources when contacted for an interview*