



# Employment Opportunity

## Assistant Project Manager

Contract (Subject to Renewal)

Miller-Nipissing, a First Nation Partnership, is seeking an Assistant Project Manager to assist in the management of the rehabilitation and construction of the Duchesnay Bridge and Highway 17B rail overpass. Under the supervision of the Project Manager and employed by Miller-Nipissing, the successful candidate will assist with project management functions and project coordination duties for Miller-Nipissing for a period of 2 to 3 years.

### **QUALIFICATIONS:**

- Must be a registered Nipissing First Nation member.
- Must have post-secondary education in civil engineering (preferred) or business administration.
- Accounting experience would be considered asset.
- Must comply with non-disclosure practices regarding confidential information.
- Must be able available for travel on short notice and work long hours during the construction season.
- MTO experience is considered an asset.
- Must be able to handle high pressure situations.
- Must be proficient with Microsoft Office applications (Word, Excel, Outlook, etc).
- Must have a valid class G driver's license and access to a reliable vehicle.

### **RESPONSIBILITIES:**

- Responsible for the administration of contracts and contractual obligations.
- Facilitate daily payroll entry for the structural division, as well as cost tracking and scheduling.
- Completion of hiring packages for the structural division.
- Adhere to Miller Policies and Procedures.
- Administrative duties such as letter writing, note taking, and preparing purchase orders.
- Attend meetings related to most structural projects.
- Other duties as assigned.

**A current CPIC and Drivers Abstract must be provided prior to employment.** Qualified applicants are invited to submit a letter of interest, resume and three (3) references no later than 4:30 p.m. on **Friday, May 31<sup>st</sup>, 2019** to:

Jennifer Lalonde, Human Resources Manager

Nipissing First Nation

36 Semo Road, Garden Village, ON P2B 3K2

Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

Or send to Sara Fawcett - [sara.fawcett@millergroup.ca](mailto:sara.fawcett@millergroup.ca) or by fax to (705) 647-3954

**Miigwech to all applicants for their interest; however only those who qualify for an interview will be contacted.**