

Job Posting

Project Controller

Located in the North Thompson valley, at Simpco Resources Group we provide environmental, management, and operational services while preserving Simpco culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpcoúlecw (Simpco Territory) by being the major contractor and competing for work in both the public and private sectors.

Current Opportunities:

Simpco Resources LLP is growing rapidly and looking for a dependable and enthusiastic Project Controller to join our team. Reporting to the Senior Project Controller, the Project Controller is responsible for supporting the successful delivery of projects by managing financial controls, monitoring schedules, and ensuring adherence to budgets. This role collaborates with project managers, and finance teams, to track project performance, analyze variances, and provide recommendations for improvement.

Responsibilities:

- Assist in the development and maintenance of project budgets and forecasts.
- Track and report on project costs, ensuring alignment with approved budgets.
- Analyze financial data to identify trends, variances, and risks.
- Collaborate with project managers to develop and maintain project schedules.
- Track project timelines, milestones, and deliverables to ensure timely completion.
- Identify and escalate scheduling risks or delays to relevant stakeholders.
- Prepare and distribute regular project financial and performance reports.
- Maintain accurate records of project data, including budgets, schedules, and documentation.
- Review project team members time, assets, LOA entitlement and approvals in accordance with company policies.
- Support the preparation of presentations for senior management.
- Recommend corrective actions to address potential budget or schedule deviations.
- Ensure project controls comply with organizational policies and procedures.
- Participate in the creation and completion of project lifecycle reports, and project close outs.
- Maintain proper documentation and records to support audits and project reviews.
- Process and review invoices, progress claims, and expense reports related to projects.
- Other duties as assigned





Qualifications

- Minimum of 3 years of experience in project controls, financial management, or a similar role.
- Experience in Industrial, construction, resource-based or forestry projects preferred
- Proficiency in using project management and financial software (e.g., Aimsio, MS Project, Bluebeam, Heavybid, Eclipse Explorer , or equivalent).
- Power BI experience would be considered an asset.
- Proficient in using Microsoft Office with a strong understanding of Excel
- Demonstrated budget management and resource allocation experience.
- Strong understanding of Cost tracking, AP processes and project documentation workflows
- Strong analytical skills to assess performance data and identify areas for improvement.
- Demonstrate proficiency in contract management and assessment
- Experience working with First Nations people is valued
- Knowledge of the Simpcw First Nations community is valued

What we offer:

- Competitive Compensation
- Positive and collaborative team
- Meaningful work

Note: Pre-Employment Drug and Alcohol Testing may be required

Application Deadline: Open until filled.

Thank you for your interest, however only those selected for interviews will be contacted.
Preference will be given to qualified applicants of Aboriginal ancestry as per
Canada's Human Rights Act and legislation surrounding Employment Equity.

Please submit cover letter and resume via email to HR@SimpcoResourcesGroup.com with the Subject Line: **Project Controller**

