



Job Posting Project Controller

Located in the North Thompson Valley, **Simpcw Resources Group (SRG)** is a fully Indigenous-owned business creating sustainable economic opportunities within Simpcw'ulécw (Simpcw Territory). Guided by respect for the land, environment, and Simpcw culture, we deliver forestry, environmental, construction, and professional services while supporting long-term community growth and responsible stewardship. Our success is driven by a team of talented, innovative, and dedicated people committed to making a meaningful impact.

Simpcw Resources Group has an immediate opportunity for a detail-oriented and analytical **Project Controller** to join our growing team. Reporting to the **Project Manager**, the Project Controller will be based in our Barriere or Clearwater office, and plays a key role in supporting project planning, budgeting, forecasting, cost control, scheduling, reporting, and contract administration across a portfolio of forestry, environmental, and resource-sector projects.

The successful candidate is an organized and proactive professional with experience in project controls, financial reporting, and project administration. They bring strong analytical skills, attention to detail, and a collaborative approach to supporting project teams and stakeholders. This role is critical to ensuring projects are delivered safely, efficiently, on schedule, and within budget while maintaining the highest standards of accuracy and accountability.

Our ideal candidate has the **following qualifications:**

Required Qualifications

- Diploma or degree in Business Administration, Accounting, Finance, Project Management, Forestry, Environmental Studies, Construction Management, or a related field. Equivalent combinations of education and experience will be considered.
- Minimum of 3 years of experience in project controls, financial management, project administration, or a similar role.
- Experience with Forestry Projects and/or Environmental Projects is required.
- Experience in industrial, construction, and resource-based projects is preferred.
- Proficiency using project management and financial software such as Aimsio, MS Project, Bluebeam, HeavyBid, Eclipse Explorer, or equivalent platforms.
- Advanced proficiency in Microsoft Office applications, including a strong understanding of Excel.
- Demonstrated experience with budget management, forecasting, and resource allocation.
- Strong understanding of cost tracking, accounts payable processes, and project documentation workflows.
- Strong analytical skills with the ability to assess project performance data, identify trends, and recommend improvements.
- Demonstrated proficiency in contract management and contract assessment.
- Strong communication, organizational, and time management skills.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.
- Experience working with First Nations people is valued.
- Knowledge of the Simpcw First Nation community is valued.

Preferred Qualifications

- Power BI experience would be considered an asset.
- Professional project management or project controls certification would be considered an asset.
- Experience supporting multiple concurrent projects.
- Experience with project audits, close-outs, and lifecycle reporting.

Key Competencies

- Project Controls & Governance
- Budgeting & Forecasting
- Cost Control & Financial Analysis



- Schedule Development & Monitoring
- Contract Administration
- Reporting & Data Analysis
- Risk Identification & Mitigation
- Problem Solving
- Communication & Collaboration
- Organization & Time Management
- Accountability & Reliability
- Attention to Detail
- Respect for Indigenous Values and Environmental Stewardship

In this role you will:

Financial Management & Cost Control

- 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, risks, and potential cost impacts.
- Process and review invoices, progress claims, and project-related expense reports.
- Recommend corrective actions to address potential budget deviations.
- Support cost tracking and project financial management activities.

Scheduling & Project Coordination

- Collaborate with Project Managers to develop and maintain project schedules.
- Track project timelines, milestones, and deliverables to support successful project execution.
- Identify and escalate scheduling risks, issues, and delays to appropriate stakeholders.
- Monitor project performance against established plans and objectives.
- Support resource planning and project coordination activities as required.

Reporting & Documentation

- Prepare and distribute regular project financial and performance reports.
- Maintain accurate records of project budgets, schedules, contracts, and project documentation.
- Support the preparation of presentations and reporting materials for senior management.
- Participate in the creation and completion of project lifecycle reports and project close-out documentation.
- Maintain proper documentation and records to support audits, project reviews, and compliance requirements.

Administration & Resource Management

- Review project team member time submissions, company asset assignments, leave of absence entitlements, and approvals in accordance with company policies.
- Support project managers with administrative and reporting requirements.
- Coordinate project information between internal and external stakeholders.
- Assist in maintaining contract documentation and project records.

Compliance & Continuous Improvement

- Ensure project controls processes comply with organizational policies, procedures, and contractual requirements.
- Support the identification, assessment, and mitigation of project risks.
- Maintain audit-ready records and documentation.
- Participate in continuous improvement initiatives to enhance project controls and reporting processes.
- Perform other related duties as assigned.

What's in it for you?

- **Competitive total compensation:** You'll earn a competitive salary based on your experience and expertise. The expected base salary range for this position is **\$80,000** per year.



- **Three weeks of vacation:** Start with **3 weeks of paid vacation** to support work-life balance and time for what matters most.
- **Supportive, team-first culture:** Join a positive, collaborative team where your contributions are valued and your voice is heard.
- **Comprehensive benefits: Extended Health & Dental coverage to support your well-being.**
- **Retirement savings support:** Employer-matched Registered Pension Plan (RPP) program to help you plan for the future.
- **Work-life balance in a great location:** Based in our **Barriere or Clearwater, BC offices**, enjoy the benefits of small-town living with access to outdoor recreation and a strong community.
- **Career growth & development:** We invest in your future with on-the-job learning, formal training opportunities, and reimbursement for relevant tuition and professional memberships.
- **A workplace where you belong:** Be part of a positive, innovative, and inclusive environment where you can grow your career and make an impact.

Build your future with Simpco Resources Group

If you're looking to grow your career in a **sustainable, future-focused industry**, there's no better place than **Simpco Resources Group**.

Rooted in Simpco values, we are committed to responsible land stewardship, economic development, and creating opportunities that benefit future generations. Here, your work has **purpose, impact, and connection to the North Thompson community**. You will be a part of a team that is **collaborative, innovative, and proud of the work we do across Simpco'ulécw (Simpco Territory)**.

We're growing—and we want you to grow with us, apply today.

Application Process

The Company is committed to supporting employment opportunities for Simpco First Nation members. Every effort will be made to notify and encourage applications from qualified Simpco First Nation members prior to or concurrent with broader recruitment efforts. Applications from Simpco First Nation members will be strongly considered and evaluated based on the qualifications, skills, experience, and operational requirements of the position.

Interested applicants are encouraged to apply online via [Careers Opportunities at Simpco Resources Group » Join Our Team](#).

About Simpco'ulécw (Simpco Territory) & the North Thompson Valley

Located along the North Thompson River, **Barriere and the surrounding region offer a lifestyle that's hard to find anywhere else**, where natural beauty, outdoor recreation, and community connection come together.

Here, you can enjoy:

- Direct access to **lakes, rivers, and backcountry wilderness**
- Year-round recreation like **hiking, fishing, snowmobiling, and skiing**
- A **welcoming, close-knit community** with local events, markets, and traditions
- A more relaxed pace of life with **space to breathe and room to grow**

And when you need it, **Kamloops is just 45 minutes away**, offering expanded amenities, healthcare, and entertainment, giving you the **best of both small-town living and city access**.

Curious what life is like here? Watch these short videos to experience Barriere and the North Thompson Valley: [Barriere](#) | [Lower North Thompson Valley](#) | [Wells Gray Provincial Park](#) | [North Thompson Fall Fair & Rodeo](#)

**Additional Information**

Certain client worksites may require pre-site-access drug and/or alcohol testing as a condition of access to the worksite. Where such testing is required, the Employer may schedule and coordinate the testing process, and you will be required to comply with all applicable site-access requirements before attending the worksite.

Preference may be given to qualified applicants of Indigenous ancestry, in accordance with applicable employment equity legislation. Preference may also be given to candidates residing in the North Thompson Valley and surrounding communities.