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Intermediate Project Administrator for Real Property, Indigenous

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Intermediate Project Administrator for Real Property, Indigenous

Job description

Innovation Seven (I7) is building a an Indigenous Project Administrator for Real Property to fill an immediate need to work full-time on a prestigious project on-site with our high-profile client.

We are seeking First Nations, Metis and/or Inuit applicants with project administration-related experience, so please do not hold back! I7 is a 100% First Nation-owned management consulting firm that complies with the Procurement Strategy for Aboriginal Business (PSAB) and as such an *employer of choice for First Nations, Metis and Inuit professionals.*

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Indigenous Project Administrator responsibilities include, but not limited to:

- Assisting in project management activities including financial, planning and contracting aspects
- Providing administrative and technical support as required
- Maintaining all project records and documentation
- Managing all incoming requests in addition to problem identification and resolution
- Managing change requests

- Maintaining and updating relevant project information, electronic filing system and milestone activities including the development of status reports
- Providing ongoing open clear communication with the project team
- Assisting in the preparation and coordination of documentation in response to scheduled and non-scheduled reporting, returns and observations to update management of project execution
- Tracking all incoming/outgoing formal correspondence in addition to assessing urgency and tracking deadlines
- Developing/maintaining bring forward (BF) and other control systems for action items
- Researching and gathering background information on a project in order to easily, analyze information and produce executive summaries
- Maintaining and tracking financial transactions and commitments into the project budget

Requirements

Indigenous Project Administrator qualifications:

- University degree or college diploma in a relevant field
- Professional certification, such as Project Management Professional (PMP) or CAPM is an asset
- Must have relevant work experience as a Project Administrator for a real property construction project performing duties as described in the above sample of job duties.
- Must have or be eligible for Secret Security Clearance

Preference will be given to those applicants who self-identify as First Nations, Metis, or Inuit.

Please identify and specify the number of years of relevant experience and highlight the key projects you have worked on in your application and/or cover letter.

I7 proudly observes and practices its core values of Respect, Teamwork and Gratitude.

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