



[Company website](#)

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Toggle navigation

- [Home](#)
- [Jobs](#)

Indigenous Project Administrator for Real Property (Jr, Int, and Sr)

- Prestigious client location
- Ottawa, Canada
- [Job openings](#)
- [Indigenous Project Administrator for Real Property \(Jr, Int, and Sr\)](#)

Indigenous Project Administrator for Real Property (Jr, Int, and Sr)

Job description

Innovation Seven (I7) is building a team of Indigenous Project Administrators for Real Property to work on a prestigious project on-site with our high-profile client.

We are seeking First Nations, Metis and/or Inuit applicants for all levels of 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.

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

We are building a project pool of Indigenous Project Administrators. Please specify the number of years of relevant experience and highlight the key projects you have worked on in your application and/or cover letter. Ultimately, a combination of relevant education and experience will determine Junior, Intermediate or Senior placements.

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

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