

BUSINESS SERVICES LEADER – PROJECT MANAGEMENT

EQUUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day. Together, we connect rural Alberta and enrich the lives of our members.

Job Purpose

The Business Services Leader – Project Management is responsible for EQUUS' Project Management program. Overseeing the full project management lifecycle from strategic formation to implementation, the Business Services Leader – Project Management leads corporate projects and supports other EQUUS Project Managers and project teams to be successful.

Duties

- Oversee the Project Management program at EQUUS.
- Lead technology, facility and infrastructure, and corporate projects.
- Responsible for the success and completion of all EQUUS projects.
- Monitor timelines, budget, scope, and reporting of projects and initiatives.
- Mentor, train, and support Project Managers and project teams as required throughout the project lifecycle.
- Apply change management best practices and PMBOK methodologies to EQUUS projects.
- Implement policies and controls to ensure the overall successful management of corporate initiatives and projects.
- Facilitate annual strategic planning sessions.
- Provide monthly project reporting to the Strategic and Executive Leadership Teams.
- Communicate project updates and deliver strategic framework presentations to the organization.
- Develop and maintain construction project management processes at EQUUS, including project tracking and reporting.
- Other duties as assigned.

Review and Approval of Work

This position reports directly to the Business Services Group Leader

**DELIVERING
MORE THAN POWER**

Corporate Office
Box 6199, 5120-40 Avenue
Innisfail, AB T4G 1S8

North Area Office
Box 1178, 4804-41 Street
Onoway, AB T0E 1V0

Central Area Office
Box 6199, 5803-42 Street
Innisfail, AB T4G 1S8

South Area Office
Box 1657, 3 Alberta Road
Claresholm, AB T0L 0T0

Job Requirements and Qualifications

- Highly developed written and verbal communications skills.
- Skilled in Microsoft Office Suite and project management software tools.
- Ability to exercise sound judgment and prioritization.
- Ability to manage multiple priorities under pressure, trouble-shoot and meet short and long-term deadlines.
- Comprehensive project management skills, including construction project management and project controls.
- Comfort working in a very busy, fast-paced environment.
- Ability to maintain strict confidentiality and professionalism.
- Ability to travel, as required.

Education and Experience

- A Project Management professional designation: successful completion of a certified Project Management program, ideally recognized through PMI.
- A minimum of 5 years' experience in a Project Manager role.
- Construction Administration Certification.
- Project Controls training and experience.
- Strategic Planning experience considered an asset.
- Must possess and maintain a valid Alberta driver's license and a satisfactory driving record

Compensation

EQUUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

Power up your career by joining the EQUUS team!

Submit your application to HR@EQUUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUUS would like to thank you in advance for your resume. It will be kept on file for six months from the date it is submitted. EQUUS REA LTD. (EQUUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUUS will not distribute your information to anyone else. After six months your application, and any personal information collected about you during the verification process, will be destroyed.